

Tranmere Park Primary School
Headteacher: Mrs Kirsten Finley
Ridge Close, Guiseley LS20 8JJ

T 01943 875 050
F 01943 871 041
E secretary@tranmerepark.leeds.sch.uk



14th November 2018

Dear Candidate

Re: Post of School Business Manager

Thank you for your interest in the position of School Business Manager at Tranmere Park Primary School. The post has become available due to the current post holder progressing to take up the post of Financial Director at our thriving and successful Teaching School Alliance, Noctua.

The post is for 37.5 hours per week and is a permanent post. Shortlisting will take place on Friday, 30th November and interviews to take place week commencing 3rd December 2018 with the successful candidate starting week commencing 7th January 2019.

We are a successful, thriving school with a passion for creative teaching, outstanding learning and ensuring the very best outcomes for our pupils.

As a school we are never complacent and strive to raise standards and pursue excellence in all we do. We have a dynamic Senior Leadership Team with all members taking responsibility for driving improvement. Key people in our Senior Leadership Team are: the Co-Headteachers, Deputy Headteacher, Assistant Headteacher, Phase Leaders and School Business Manager. We are now looking for someone who can add to our leadership capacity to help us continue to strive for excellence as a school. In January 2009 we achieved an OFSTED grade of outstanding overall. It is our aim to maintain this outstanding judgement whilst developing all that we believe is important for our pupils to do well both academically and socially.

We are a friendly, close and supportive staff who work extremely well as a team. Our Governing Body is knowledgeable, efficient and incredibly supportive of the school. We have an active PTA who raise considerable funds for school. In short, Tranmere Park is an exciting, happy and stimulating place to work, and a good prospect for anyone looking to further their career.

The post is crucial to our school and the successful applicant will need to show intuition, diplomacy, excellent communication and organisational skills along with professionalism, confidentiality, trustworthiness and integrity to work in our school.

Visits to school are strongly recommended, please contact Mrs Sanderson, our current School Business Manager to make an appointment. The dates available are:

Tuesday, 27th November at 4pm

Wednesday, 28th November at 4pm

Thursday 29th November at 4pm

Tranmere Park is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Appointments made are subject to an enhanced Disclosure Barring Service Check (DBS) and a pre-employment health declaration.

I hope that after finding out more about our school, you will feel encouraged to apply for the post of School Business Manager.

Yours faithfully

Kirsten Finley Alison Hodgson
Co-Headteachers

Tranmere Park Primary School
Headteacher: Mrs Kirsten Finley
Ridge Close, Guiseley LS20 8JJ

T 01943 875 050
F 01943 871 041
E secretary@tranmerepark.leeds.sch.uk

