



'Where Children Come First'

Seven Stars Primary School
Peacock Hall Road
Leyland
PR25 1TD
Tel: 01772 422503
Email: office@seven-stars.lancs.sch.uk
Website: www.seven-stars.lancsngf

Headteacher: Mr M Mitchell

Dear Applicant,

School Business Manager 1 (Grade 8 SCP 25-30)

Thank you for your interest in working at Seven Stars Primary School in the above role.

This vacancy has arisen due to the current post-holder moving to a new position working in a larger school.

The governors are keen to appoint a School Business Manager who is ambitious, resilient, highly organised and able to face any challenge with a smile, a good sense of humour and a determination to achieve the best. Although we are not a large school (currently 220 pupils) it is very busy as a result of:

- A Nursery unit in addition to the one-form entry mainstream classes.
- A higher than average number of pupils with Education Health Care Plans (currently 16 in our mainstream classes and 16 in our SEN Units) with a number of pupils on the SEN register (30+).
- Above average number of Pupil Premium Children (over 50%).
- And a higher than national average mobility (31%).
- DfE new build project.
- Newly created sixteen place SEN Unit (of two classes for Key Stage Two pupils with General Learning Difficulties).

The School Business Manager will be a member of the Senior Leadership Team (SLT) and play a strategic role in the continuous improvement of our school, and will take an active role as a support to the School Governing Body.

You will see at the bottom of this letter our school values which are relevant not just to the children but to all staff members, families and anyone who is part of our school community.

You will be coming to us at an exciting point in our journey as we are in the middle of a DfE new build programme, which is due to be completed at some point in 2025. The initial planning meetings have taken place, planning permission has been achieved and we are now at the stage of managing the transition from our current split site provision towards an up to date new build.

We would highly recommend a visit to our wonderful school and to arrange a visit please email contact Mrs Pullin at bursar@seven-stars.lancs.sch.uk with SCHOOL BUSINESS MANAGER in the subject heading or phone 01772 422503 (use the same address and number if you wish to ask any questions).

Please note that the deadline for applications is Monday 16th October 2023 and application forms are available on the Lancashire Vacancies page or School web-site and returnable to bursar@seven-stars.lancs.sch.uk

I look forward to meeting you,
Yours sincerely
Mr Mitchell (Head teacher)

Respect

Resilience

Kindness

Courage

Empathy

Responsibility

Pride

