



*'We want every child to be happy, caring and successful.'*

March 2024

Dear Applicant,

**Re: School Business Manager, May 2024**

Thank you for your interest in the above post. This is an excellent opportunity to join the staff team of our well-established and popular school. Cedars Primary and Nursery enjoys an excellent reputation, has much strength and is a good school. We are committed to working towards our overall aim of ensuring that every child is happy, caring and successful.

Cedars serves the community of Newport Pagnell and its surrounding areas and is located in the heart of the town. The historic school building dates from the end of the nineteenth century but has been modernised and updated to meet the needs of a twenty first century school. There is an exceptionally strong sense of community at Cedars, and we pride ourselves on our positive relationships – our outstandingly behaved children really enjoy coming to our school and nursery and our highly committed staff really enjoy working here!

We are looking for an approachable, well organised, and self-motivated School Business Manager to join our team.

The successful candidate will need to have strong financial management skills and knowledge of school finance systems and the ability to support the Headteacher with Human Resource Management. Excellent communication and interpersonal skills are vital to the role. Flexibility and the ability to work well with the rest of the staff team are equally important qualities.

Enclosed with this letter are:

- Application Form
- Guidelines to complete the application form
- Job Description
- Person Specification

To apply for this post please complete the application form and enclose this with a letter of application (supporting statement - no more than 2 A4 Sides, minimum font size 12). In your letter, please include which particular skills and qualities you could bring to this post. Please send your application to Jo Goldsmith, Headteacher, Cedars Primary School, Bury Street, Newport Pagnell, Bucks, MK16 0DT. The closing date for applications is **Friday 26<sup>th</sup> April 2024, 9:00am** and interviews will be held week beginning 29<sup>th</sup> April 2024. If you would like any further information, please do not hesitate to speak with me at the school. Visits to the school are welcomed and encouraged. I can be contacted at school on 01908 610561.

Thank you very much for your interest in this post and I look forward to hearing from you.

Yours sincerely

Jo Goldsmith

