



Langafel Church of England Primary School

Headteacher Mrs C Maynard

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www.langafel.kent.sch.uk

Tel: 01474 703398

Dear Applicant

Thank you for your interest in the post of School Business Manager.

We are a diverse and inclusive mainstream school with a specialist resource provision. We have great facilities including a swimming pool, large forest school area and gymnasium located on a large site with lots of outdoor space for the children to enjoy.

We believe in the potential of every child regardless of background or individual needs as expressed in Luke 15, The Parable of the Lost Sheep. We are committed to providing an emotionally supportive environment, where pupils flourish, growing both spiritually and academically; securing foundations for each child to understand who they are and the unique qualities they bring to the world. This is borne out through our values:-

- Respect
- Honesty
- Aspiration
- Confidence
- Koinonia
- Enjoyment
- Teamwork
- Perseverance

We are looking for a driven and forward-thinking individual who will be able to balance the day to day running of the school alongside the strategic development of our buildings, lettings and revenue making opportunities. The successful candidate will lead a team comprised of site, administrative, and extended school services staff, alongside the management of contracts. Furthermore, we would expect the successful candidate to be able to show initiative, work as a team, show positivity, and a 'can do' demeanour in *all* aspects of the role from finance and HR to H&S.

The ideal candidate for the post should be proficient in FMS, BPS, SIMS, Microsoft Office and 0365 with strong delegation skills and the ability to work well under pressure. The ability to build and foster strong relationships with all stakeholders is essential.



More information about the school is available on our website www.langafelprimary.co.uk. The closing date for applications is Thursday 18th July with interviews taking place on 22nd July. All visits to the school beforehand are welcomed!

Your sincerely

A handwritten signature in black ink that reads 'Maynard'.

Mrs C Maynard