



Dear Applicant,

Thank you for the interest you have shown in the position of School Business Manager at Days Lane Primary School.

Days Lane is a very popular and successful three form entry Single Academy Trust school providing an inclusive, caring and stimulating learning environment for children aged three to eleven. The school has a tradition of high academic standards and offers an exciting range of enrichment and extra curriculum activities. Please visit our website where you will be able to find out more about our wonderful school, ethos and vision.

On 1 April 2014 the school became a stand-alone academy. The conversion to academy status was very much supported by governors, staff and parents. Whilst we are a stand-alone academy, we work closely with a network of other primary schools in Bexley and beyond. Staff, governors and parents work closely together to support children's learning and community links are strong.

At Days Lane School we combine our expectations for pupils' excellent academic achievement with an emphasis on their personal growth as well-rounded individuals. Our aim is for our children to become confident, successful, responsible young people, who love learning, and are ambitious for their own futures.

The school has many exemplary features and we are seeking an experienced School Business Manager to work within this successful team and take a lead role in school finance, and premises management.

If you are interested in applying for this exciting role, please call to arrange a visit to the school and submit your completed application form with a supporting statement to recruitment@dayslaneprimary.co.uk by Wednesday 8 December. The statement should include how your skills and experience fit the job and person specifications, outline the impact you have made in your current/most recent role and should be no longer than three sides of A4.

Early applications are welcome and we reserve the right to appoint before the closing date if we find a suitable candidate.

Days Lane School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

References may be taken up before an offer of a post has been made. In the interests of safeguarding we reserve the right to telephone referees to clarify any questions which arise from application forms, verify facts and investigate any inconsistencies between a written reference and the form. Before an appointment can be confirmed an enhanced DBS disclosure will be required. Please also note that any appointment made will be subject to receipt of a satisfactory medical disclosure form.

If you believe you have the skills and experience to help us fulfil our vision, we look forward to hearing from you.

Yours faithfully,

Joanna Trusty
Headteacher