



The BAWB Federation
 Bainbridge, Askrigg, and West Burton Primary Schools
Mid-Dale Excellence in Education
 Executive Headteacher: Miss Charlotte L. Harper

December 2018

Dear applicant,

Thank you for showing an interest in our School Business Manager (SBM) position to work across our federation. Please read alongside the advert. Also attached:

- Application form
- Job Description and Person Specification

We are a dynamic three-way federation, boasting strong community links and attractive, unique premises and facilities. You are very much encouraged and welcomed to come and have a look around and to chat to me about this role prior to your application.

We are looking for a committed and organised SBM to oversee the work of the other administration roles in our schools and to be part of the federation's leadership team. The role is a part-time, permanent post – Variable Hours (30 in the first instance).

If you are interested in applying, please complete the application form carefully, answering all questions. Accompanying statements / letters must be limited to one side of A4 and should be sent electronically with your application pack. There is no need to include a CV. If you would like acknowledgement of your application, which should be sent via email to Karen Jones (admin@bainbridge.n-yorks.sch.uk), please place a delivery and read receipt on your email.

The timescale for this recruitment is as follows:

Start Date:	To be negotiated, preferably early in spring term.
Closing date for applications:	Tuesday 8 th January 2019 (12:00 noon)
Shortlisting:	Monday 14 th January 2019
Interviews:	Monday 21 st January 2019

Please do not hesitate to get in touch if you have any questions or queries about the role.

Yours sincerely

Charlotte Harper
 Executive Headteacher

Bainbridge

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