Dear applicant,

I am pleased that you have taken the time to consider an application for the post of Business Manager at our UTC. I passionately believe that this UTC can offer young people in the Leeds city region the qualifications and skills that they need to become professional engineers and contribute fully to society. We are sponsored by the University of Leeds, and a group of local, regional and international employers who have a significant input to the running of the UTC. Engineering in the region needs young engineers and young people are keen to become engineers.

We have been open for one academic year and have decided that it is time to develop the role of Business Manager to become an integral part of the UTC model. You will be part of something truly exciting, genuinely forward thinking and at times, challenging. You will be responsible for the financial accountability of the UTC and compliance with DfE and ESFA requirements, but you would do that anywhere. Alongside this, at the UTC Leeds you will have the opportunity to work with employers and universities within the city region to develop and exploit the considerable good will and support offered from the area.

This is an exciting opportunity to be involved with a new school in the formative years of its development. The systems and processes that you would expect at an academy are already in place and ready for you to use and develop. You will be provided with the time and resource needed to carry out this essential role.

We would encourage applications from candidates interested in part time or full time work. If part time, then we will look to appoint the appropriate finance assistant to ensure that this function is also carried out. If you are interested then please complete the application form and provide a letter of no more than 2 sides detailing:

* Your school experience to date and how this will help the UTC to thrive
* Your thoughts about how we develop the UTC over the next five years

Please feel free to call 0133 353 0137 or arrange a visit to meet and discuss with a member of the team. Please can applications be sent to Hayley Stewart the P.A. to the Principal by 12:00 p.m. on Friday 17th November at the following email address: [Hayley.stewart@utcleeds.co.uk](mailto:Hayley.stewart@utcleeds.co.uk) .

Yours sincerely

M. Kennedy

Mark Kennedy

Principal