



November 2016

Dear Colleague,

Thank you very much for your interest in the post of School Business Manager at The Boswells School. The school is an extremely popular, oversubscribed and very successful 11-18 school situated in the north of Chelmsford, Essex. The school is moving 'towards outstanding' and we are a dynamic, forward thinking organisation who value our staff and the impact they make on our students.

The role that you are applying for is a crucial post in the development of the school and the educational provision we offer our students. The School Business Manager is a vital role in ensuring that the school can function effectively and is a key post in our school's Leadership Team. The successful candidate will provide professional leadership and management to all of the school's support staff, in partnership with teaching staff, to enhance their effectiveness in order to achieve the highest standards of learning and achievement in the school. Working closely with myself and the wider leadership team, our SBM will also ensure the highest standards of business ethos within the school and will strategically ensure the most effective use of resources in support of our vision of providing 'an outstanding education for all our children'.

The school is also part of The Boswells Academy Trust and is an approved sponsor of other schools. At the moment, we are undertaking the process of 'due diligence' with a number of primary schools as we look to expand our MAT. There is also a new 3-18 'all through' school being built on the new Beaulieu development to the north of the school and we will be submitting a tender to run this school. The successful candidate will play a key role in helping expand our MAT.

It is also important that you realise that we can offer you a huge amount of support in development of your career. We take pride in the fact that, as a school, a large number of our staff move on to promoted positions. At our heart, however, we pride ourselves on what we offer all staff:

- We place a high degree of trust in our staff. We believe that the greatest factor in improving outcomes for our students are the teachers standing in front of them on a daily basis and the professional support staff who work in the school. People count.

We believe in the professional development of our staff and we expect our staff to take responsibility for developing their practice and becoming more skilled practitioners.

- We do not do things simply to please OFSTED or the DfE. We do what is right for our students and the wider school community.

We recognise that working in schools can be challenging, however we encourage everyone to share good practice and work collectively-we are much more effective when we collaborate and support each other.

- We believe in leadership at all levels and encourage all our staff to take responsibility for leading in their own areas and across the school.

Professional development is at the heart of performance management and our teaching staff must have an objective that is focused solely on their professional development.

This is a unique opportunity for a highly motivated colleague to develop their career and enclosed with this letter is a job description and person specification for the role. If you believe that you have the necessary drive and are seeking an opportunity to develop provision at The Boswells School with your leadership skills then I look forward to receiving your application.

As well as completing the application form, I would like you to provide a letter of application. Please ensure that your letter covers how your skills and qualities meet the key points listed in the job description and person specification, as well as any other information you feel is relevant to your application.

Thank you for your interest in The Boswells School. Please do not hesitate to contact me at the school if you require any further information on pbs@boswells-school.com. If you would like to visit the school or meet with me prior to submission of your application, please contact my PA, Mrs Georgina Travers on 01245 264451. Alternatively, a huge amount of information about the school can be found at www.boswells-school.com

The closing date for applications is 9am on Friday 2nd December 2016. Interviews will take place on Thursday 8th and Friday 9th December 2016.

Yours faithfully



Paul Banks
Headteacher