



The Hayes Primary School

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Website: www.thehayesprimaryschool.co.uk

August 2024

Position: School Business Manager

Deadline: Friday 30th August 2024 @12pm

Dear Applicant,

Thank you for your interest in the post of School Business Manager at The Hayes Primary School. I hope the personal specification and job description will be of interest to you and look forward to receiving your completed application.

The Hayes Primary School is larger than the average-sized primary school. We have 60 children in each year group, with a capacity of 420 pupils. Our school is situated in Kenley and we have a large school field, large hall and swimming pool. We have a strong tradition in sport and the arts.

Our motto is 'Be the best we can be' - and this is what we ask of all our children and staff. We are seeking talented and committed people: go-getters and team players. This is a unique opportunity to join the team in this successful school and to be a significant part of our teaching assistant team in school to work with our wonderful children.

As part of the school team, you will have the opportunity to work with committed and passionate colleagues and play an active role as the school grows and develops. Please do look at our website to see what we have to offer:

www.thehayesprimaryschool.co.uk

Applications close on Friday 30th August 2024 @12pm and interviews will be held for those shortlisted, week beginning 2nd & 9th September 2024.

I would like to thank you for expressing an interest in the post and look forward to meeting you.

Yours sincerely

Mrs Olley
Head Teacher

