

# Site Manager Candidate Application Pack

# Contents

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Letter from the Headteacher .....	3
Background Information .....	4
Key Facts and Statistics .....	6
Department Information .....	7
Job Description .....	8
Person Specification .....	12
How to Apply .....	14
Application Form Guidance Notes .....	15
Application Timeline .....	20
Location .....	20

# Letter from the Headteacher

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Dear Applicant

Thank you for expressing an interest in the post of Site Manager at Kirkbie Kendal School.

Kirkbie Kendal School is a fantastic place to work and I hope that this pack will provide the information you need about the advertised post as well as give a flavour of our school. We have an ethos which focuses not only on academic excellence, but also on our shared values of care, hard work, resilience and curiosity, where each student can work to develop their talents and abilities and take pride in their achievements.

The calm and purposeful working atmosphere in school ensures our students can thrive in their lessons and our staff are very generous in giving their time to contribute to the extensive range of extracurricular activities. There are excellent relationships between staff and students and this contributes to the friendly and welcoming atmosphere in school.

The successful candidate can look forward to working with a committed teaching team, dedicated and hard-working support staff and a supportive governing body. Staff are supported to be 'professionally curious' and to be the best they can be, with an extensive professional development programme provided throughout the year. As a team we are very supportive of each other, take staff wellbeing seriously and work hard towards achieving a successful work life balance.

Once again thank you for expressing an interest in the position, I look forward to receiving your application and learning more about how you think you might contribute to our school community.

Best wishes.



Mr M Harris  
Headteacher

# Background Information

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## Our School

Kirkbie Kendal is a popular and over-subscribed mixed comprehensive school for students aged between 11 and 18. There are currently 1029 students on the school roll. The school has a proud history with its origins in the 'Free Schole' which was founded in 1525. This became Kendal Grammar School and in 1980 it amalgamated with Kendal High School to form Kirkbie Kendal.

The school converted to Academy status in 2011 and is a stand-alone Academy. However, it works collaboratively with all of the other local secondary schools as a member of the South Lakes Federation and with local primary schools through the Kendal Collaborative Partnership. Collaboration and partnership working are important to us and have afforded us with many opportunities for sharing best practice, collaborative learning and continuing professional development for our staff.

## Our Students

Our students are very welcoming, friendly and hard-working. They are proud of what they achieve and are eager to share and learn from each other. Our community is small enough to ensure that everyone matters, yet large enough to provide a wide and varied school life experience for everyone no matter what their abilities or interests. Pastoral care is based on the tutor groups, with Heads of Year leading teams of Form Tutors.



This is a school where the emphasis will always be on the quality of learning in the classroom and we have high academic ambitions for all of our students, as is borne out by our excellent and improving results on a year-by-year basis.

There is also a large and wide-ranging collection of extra-curricular activities available to our students including Art, Chess, Computer Club, Duke of Edinburgh's Award, Drama and Music with choirs and various bands (jazz, string, ensemble, flute and orchestra).

Sport also features heavily in our extra-curricular offer and we have excellent facilities and pitches with clubs and teams in rugby, hockey, football, netball, athletics and many more opportunities. Quite simply, there is something for everyone: enthusiasm, energy and skills development add a richness to our students' experience of school life.

## Our staff team

We have a strong Senior Leadership Team, enthusiastic and dynamic Heads of Department and inspirational teaching staff who go that bit further to share their knowledge and love of learning with our students, to support them to succeed and to be ready for the next step in their lives after school. Academic excellence is important but so are the values of care, hard work and resilience, along with curiosity, which equip our students for their adult lives.



We have a strong and skilled group of support staff who make a valuable contribution to the running of the school. Our experienced and empathetic learning support team make a positive impact on students' learning pathways. Ours is a whole school team approach where everyone's involvement is acknowledged and valued.

We have an excellent Professional Development program with Early Career Framework trainers and mentors working alongside our ECT's, a thriving Teaching and Learning group who share the best current educational research with our teaching staff as well as curriculum leads who lead on subject network groups throughout the local area. Each year the school also welcomes trainee teachers from within the South Lakes Federation including the Dallam School Teaching Alliance.

There will always be a lot to do, but plenty of will and commitment among the staff, governors and parents to improve the school for the young people and adults who work here. The staff like working here, even though there is so much to do and time seems short. You will need stamina and energy, therefore, if you are serious about joining us and wanting to make a difference in peoples' lives.

## Our facilities



We have a range of buildings, some of which date back to the nineteenth century and this brings a charm and sense of uniqueness to the school. Facilities are constantly being improved and over recent years we have opened a dance studio and a project work room for our Sixth Form as well as refurbishing our Creative and Performing Arts Centre.

Our capital bids have been very successful and over the last few years we have secured £2.5m of Government investment to improve our building infrastructure. This has included roofing and window replacement projects along with a Fire Safety and Compliance project to link the school fire alarm and replace fire doors and emergency lighting.

## Our location

Kendal is a lovely area in which to live and work. We are on the fringes of the Lake District and the western edge of the Yorkshire Dales National Park. The town itself is a thriving market town with a wealth of leisure, cultural and sporting opportunities on our doorstep. There are good transport links and road networks to other parts of the country. The university city of Lancaster and its wide range of facilities are less than half an hour away.

## Key Facts and Statistics

<b>Type of school</b>	Single Academy Trust
<b>Location</b>	Kendal, Cumbria
<b>Age range</b>	11- 18
<b>Number of students</b>	1029 (Year 7 – 11 - 891, Sixth Form - Years 12 and 13 - 138)
<b>2025 Results</b>	<p>Performance of students at Kirkbie Kendal School remains strong and well above national averages. 77% of students achieved a grade 4 or above in English and Maths (9% above the national average). 57% of students achieved a grade 5 or above in English and Maths (10% above the national average).</p> <p>Our Attainment 8 score was 5.0%.</p> <p>At A level 33% of all grades were A*- A with 79% A*- C.</p>



# Department Information

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The school is located on a single site at Lound Road in the centre of Kendal, with the all-weather sports facilities just over the canal path towards Heron Hill. The site accommodation is provided in eight buildings of a number of types and designs, with a gross internal floor area of 7995 m<sup>2</sup>:

## **Main School Building (Built 1887 – three storeys)**

Main reception area, school hall, kitchen, library, staff room, Sixth Form common room and project room, 16 classrooms, a number of offices and site office.

## **Languages Block (Built 1989 – two storeys)**

Drama studio and seven classrooms

## **Science and Mathematics block (Built 2006 – two storeys)**

14 classrooms, three prep rooms, offices

## **CAPA (Built 1887 – two storeys)**

Art and Music classrooms, office, workshop

## **Technology Block (Built 1880 – single storey)**

Workshops and classrooms, Food Technology room, offices

## **Humanities Block (Built 2000 – three storeys)**

Six classrooms

## **Changing Rooms (Built 1990s – Single Storey)**

Male and female student changing, toilets, office.

## **External Areas**

The external areas include the following:

- Grass playing fields adjacent to the school buildings
- Cinderovens astro turf pitch
- Aikrigg grass pitch

Both Cinderovens and Aikrigg are located across the canal path towards Heron Hill. These are also hired by community groups in the evenings/weekends.

The Site Team consists of a Site Manager, Site Assistant, Caretaker (vacancy) and 11 Cleaners. The Site Manager has overall responsibility for the smooth running and organisation of the site facilities and the Team, with the School Chief Operations and Finance Officer.

# Job Description

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<b>Job title:</b>	Site Manager
<b>Responsible to:</b>	Chief Operations and Finance Manager
<b>Responsible for:</b>	Site Team (2 Site Assistants and cleaners)
<b>Contract Terms:</b>	37 hours per week, all year round. (Some limited evening or weekend may be required)
<b>Hours of Work:</b>	Timings to be agreed with Line Manager
<b>Pay Scale:</b>	NJC Scale 5 Pts 18 – 22 (£31,537 - £33,699 current) NJC pay award pending 37 hours per week, all year round 31 days' holiday (21 days annual leave plus Bank Holidays plus two additional days during Christmas closure)

## Key purpose of the role

1. The Site Manager is responsible for the day to day effective operational management of the school site, ensuring that the school building and grounds are maintained to a high standard, and are safe and secure for all users.
2. To plan, organise and inspect all work relating to the Site Team and ensure the smooth running of site services e.g. the buildings and site maintenance, grounds maintenance cleaning, heating etc. including maintaining standards and compliance with all regulations and legal requirements.
3. To contribute to the planning and development of the school site, manage appropriate projects to ensure a high-quality learning and community environment is maintained.
4. To contribute to the management of health and safety across the school site.

## Main Duties and Responsibilities

### 1. Operational Management

- a) Ensure the site functions effectively on a day to day basis, accommodating all school events and activities.
- b) Directing the work of the Site Team:
  - Organise, allocate and inspect the work of the Site staff to ensure high standards are maintained at all times. Ensure good time keeping and ensure good standards of cleanliness and repairs.
  - Supervising the cleaning staff and their time allocations, to ensure the buildings are cleaned to a high standard.
  - Answer group and individual problems relating to duties, welfare etc, certify overtime worked and absences.
  - Undertaking Performance Management for staff.
  - Ensure the statutory checks and maintenance schedule of the minibus is undertaken in accordance with the minibus procedures policy
  - Assist in the recruitment of site staff.
- c) Working with the Chief Operations and Finance Officer, you will be responsible for ensuring that buildings and infrastructure are maintained in a safe condition and that satisfactory arrangements are in place to ensure that all legal and statutory requirements are complied with as directed
- d) Carry out emergency procedures in the event of fire, flood, breaking and entering, accident or major damage in consultation with the Chief Operations and Finance Officer.
- e) Ensure that all exterior hard surfaces are maintained effectively, are kept free of litter and hazards for reasons of Health and Safety.
- f) Ensures that the school's services, eg, gas, water, electricity, heating and ancillary equipment are operating properly.
- g) The Site Manager must consider appointing contractors or specialists where necessary and must be able to convey to contractors the work is to be carried out.
- h) School Lettings – the school lets out its facilities, both internal and external, to the community at evenings and weekends. The Site Manager ensures the facilities are available and ready to use and secured once the hire has finished. This may require some liaison with community groups. The use of the buildings includes education and community use and the hours of use are potentially from 07.00am – 9.00pm Monday to Friday. Weekend use also takes place from time to time with prior agreement.
- i) The Site Manager may have to return to school to deal with emergency situations or call-outs involving some occasional after hours or weekend work.

### 2. Health and Safety

- a) Assist the Chief Operations and Finance Officer in the management of Health and Safety relating to the school premises. Ensure that the buildings and grounds remain in a safe condition and that satisfactory arrangements are in place to ensure that all legal and statutory requirements are complied with. Provide safe access to the school in the event of snow, ice or flooding.
- b) Prepare appropriate risk assessments for all premises operations and keep appropriate records.

- c) Carry out regular Health and Safety inspections.
- d) Attend the termly Health and Safety Committee meeting.
- e) Fire safety – ensures the site is compliant with all fire safety legislation, that routine maintenance, servicing and testing of fire alarms/call points/emergency lighting takes place and is recorded.
- f) Maintain an annual servicing schedule.
- g) Keep accurate records of all safety checks

### 3. Site Security

- a) Undertake responsibility for planning and implementing the overall security plan of the site.
- b) Be the main key holder for the school site.
- c) Be aware of, and report as necessary, security issues both inside and out of normal operating hours.

### 4. Administration

- a) Maintain the school's equipment and plant inventory.
- b) Place orders, via the Finance office, for items of housekeeping ensuring stock levels are maintained.
- c) Order repairs and maintenance items in liaison with the Chief Operations and Finance Officer.
- d) Maintain a log of all inspections and checks carried out.
- e) Establish and maintain a list of repairs/improvements.
- f) Establish and maintain an audit of all tools and equipment, their state of repair and where they are kept.
- g) Maintain all tools and equipment and arrange for the training of members of the Premises Team on their safe use. Ensure mechanical equipment is inspected prior to each use. Ensure power tools are inspected before use and are PAT tested as required.
- h) Assist the school Chief Operations and Finance Officer in obtaining tenders and quotes.

## Staff Expectations

- Support the aims and ethos of Kirkbie Kendal School;
- Comply with all policies and procedures relating to child protection, health and safety, confidentiality and data protection, reporting all concerns to the appropriate person;
- Ensure the highest standards of professional conduct and confidentiality at all times;
- Set a good example in terms of dress, punctuality, attendance and attitude;
- Promote Equality and Diversity across the school community;
- Participate in the appraisal programme, training and other learning activities and performance development as required. You will recognise your own strengths and areas of expertise and use these to advise and support others;
- Be responsible for the care and welfare of their own and others' health and safety whilst on school premises.

This job description will be reviewed with the post holder within the first year of taking up their appointment and, thereafter at regular intervals in order to ensure that it continues to reflect the aspirations, targets and development plans for the school.

### **Additional Terms and Conditions of Employment**

**Pension:** Membership of Cumbria County Council Local Government superannuation scheme is available

**Notice Period:** Two months

**All support staff appointments are subject to:**

- Satisfactory references.
- Enhanced DBS clearance.
- Satisfactory completion of medical questionnaire.
- Completion of six-month probationary period.
- Compliance with Asylum and Immigration Act 1996.
- Evidence of stated qualifications relevant to the post.
- Evidence of membership of relevant professional bodies dictated by the post.

### **Safer Recruitment Practice Statement**

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

**Please visit the Kirkbie Kendal School website**

**<https://www.kirkbiekendal.cumbria.sch.uk/our-school/policies/>**

**to review our:**

- **Child Protection Policy**
- **Recruitment of Ex-offenders' Policy and Procedures**

# Person Specification

Qualities and Attributes	Essential	Desirable	Method of Assessment
<b>Education and Qualifications</b>			
English and Maths at GCSE grade C or above		✓	Application*
A qualification recognised within the building or engineering trade		✓	
Current driving licence	✓		
First aid or willing to undertake training		✓	
<b>Experience</b>			
Experience within an educational environment or other site/caretaking management experience	✓		Application* Interview Reference
Management or supervisory experience		✓	
Practical experience of maintenance work and repairs building maintenance, painting and building security	✓		
<b>Knowledge</b>			
Good knowledge of Health and Safety		✓	Application* Interview
Good understanding of site maintenance and appropriate use of site staff or specialist contractors	✓		
The ability to operate and understand electrical/mechanical and heating systems		✓	
<b>Skills and Abilities</b>			
Well-developed organisational, and interpersonal skills	✓		Application* Interview
Excellent communication skills	✓		
Good IT skills		✓	

Qualities and Attributes	Essential	Desirable	Method of Assessment
<b>Skills and Abilities (continued)</b>			
Able to demonstrate a commitment to the safety and security of the school	✓		Application* Interview
Problem solving ability	✓		
Ability to manage own time effectively and demonstrate initiative including establishing priorities	✓		
Ability to prioritise and manage workflow whilst maintaining a flexible approach to respond to urgent requests	✓		
<b>Personal qualities</b>			
Proactive and motivated	✓		Interview
Integrity, honesty, consistency of approach and a respect for others	✓		
Work constructively as part of a team	✓		
Enthusiasm, energy, initiative, ambition	✓		
Ability to relate well to both adults and students	✓		
Approachable manner, sense of humour, ability to listen	✓		
Ability to remain calm under pressure	✓		
Willingness to contribute to the life of the school	✓		
<b>Other Requirements</b>			
Stamina to cope with the demands of the job	✓		Interview
Physical ability including those required for lifting and carrying equipment and good, bending and the ability to climb ladders are unavoidable essential requirements to do the job.	✓		

\*Application = letter and application form

# How to Apply

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**If you do decide to apply, please ensure that you read the guidance notes below prior to completing your application form and covering letter.** Your application form should be accompanied by a supporting letter of not more than two sides of A4, describing how your skills, knowledge and experience equip you for the post.

Please click on this [link](#) to complete your application form and email separately your accompanying letter (which should be addressed to Mr M Harris, Headteacher) to Mrs Bea Price at [recruitment@kksa.co.uk](mailto:recruitment@kksa.co.uk) . If you require a paper copy of the application form for any reason, please contact Bea Price.

Applications will receive an acknowledgement of safe receipt. It is not usual to acknowledge receipt of posted applications. However, if you would like confirmation that your posted application has been received, please enclose a stamped addressed envelope.

If you have not heard from us by the interview date your application has not been successful. If this is the case, thank you for your interest in the post and for taking time to complete an application.

Should you be successful in your application and invited to attend for interview, you will be asked to provide proof of identity, documentation to inform DBS clearance at the appropriate level, original certificates of education and professional qualifications. Original documentation will be returned to you at the end of the interview.



# Application Form Guidance Notes

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## Kirkbie Kendal School Safeguarding Statement

Kirkbie Kendal School is committed to safeguarding and promoting the welfare and well-being of its students, and expects all staff and volunteers to share this commitment.

### Important note

These guidance notes are designed to assist applicants in completing the editable version of the job application form.

Please read the notes carefully before completing your Job Application Form.

## Equality and Diversity

Applications are welcome from all sectors of the community. No job applicant will be treated less favourably because of his or her sex, race, colour, ethnic origin, age, marital status, disability, religion or belief, sexual orientation, or by any other condition or requirement that cannot be shown to be justified.

In order to help us ensure that this policy is being carried out, please complete the information required on the Equality & Diversity Monitoring Form (please click [here](#)). **This form will remain separate from the application form on receipt and used for monitoring purposes only. It will not form part of the interviewing and selection process.**

Any information provided on the Equality & Diversity Form is treated as 'sensitive' data. The monitoring of this data will enable the school to be aware of the diversity of its employees so it can then support, help and provide advice to employees where needed.

## Data Protection

Should you be unsuccessful in your application, all details that you submit will be held for a maximum of six months and will then be disposed of as confidential waste. If you are successful in your application this information will be kept securely as part of your personal employment record.

## Advice on Completing the Application Form

Before completing the application form, applicants are advised to read through the application pack, in particular the job description, person specification and other information provided by the school.

All sections of the application form must be completed. **Curriculum Vitae are not accepted.**

The application form will be photocopied and circulated to those members of staff that will be involved in the appointment. Applicants are requested to complete the form **using black ink or return it electronically having typed the information.**

Please complete each section in each part of the form. Should there be insufficient space for all your details (e.g. on courses attended) please feel free to continue on a separate piece of paper in any section.

Appointment to this post is subject to the satisfactory completion of Disclosure Barring Service (DBS) and medical checks. The successful applicant will be required to submit a completed form detailing previous addresses and a medical form which outlines your relevant medical history including details of absence from work.

The completed application form should be returned to Kirkbie Kendal School marked for the attention of the Headteacher.

Canvassing of any Kirkbie Kendal staff or Governors directly or indirectly shall disqualify the candidate.

## The Letter of Application

**A separate supporting letter of application should be submitted with this form. The letter, which should supplement the information provided on the form, will be regarded as an important part of your application.**

This letter is your opportunity to convince the selection panel that you are a strong contender for the post, and to differentiate yourself from other equally well-qualified candidates. The letter can be typed or hand-written and should be no more than two sides of A4.

Selection is about fitting the person to the job. The letter should therefore clearly convey your views of what you believe you could bring to the particular post for which you are applying. Tailoring the letter to the particular post means studying the details of the post and relating your own skills, experience and knowledge to the stated requirements. However, simply having done something does not demonstrate valuable experience or good practice. You should aim to show how you have learnt from your past experience and that you can transfer that learning to a new context.

Your letter and application form will be used initially for shortlisting for interview and may be referred to during the selection process. The recruitment panel will need to gain enough evidence about how you meet the requirements of the person specification to be able to shortlist you for interview.

## Section One

Applicants should ensure that the post for which they are applying for is clearly stated at the top of the application form.

### **Asylum and Immigration Act 1996**

***All applicants are required to complete this section.***

The Asylum and Immigration Act 1996 makes it a criminal offence for an employer to employ those who do not have permission to live or work in the United Kingdom. Applicants invited to interview will be required to provide documentary evidence of their right to live and work in the United Kingdom.

### **Rehabilitation of Offenders Act 1974**

***All applicants are required to complete this section.***

Posts requiring a DBS (Disclosure and Barring Service) check are exempt from the Rehabilitation of Offenders Act 1974 legislation. Shortlisted candidates for such posts will be expected to provide details of **all** previous criminal convictions and cautions. A disclosure would, for example, be required for posts where the post holder is required to work with or come into contact with children and/ or vulnerable adults, eg, any post working directly within a school environment. A Criminal Record Self Disclosure form will be provided to shortlisted candidates for completion. Candidates will be asked to complete and email this form to HR at least one day prior to the interview date.

### **References**

Applicants must provide two references. One reference must be from your current employer (Headteacher/line manager) or if unemployed, your last employer. The second referee should be the previous employer. Where possible, references should be from separate sources and not from the same organisation or employer. In addition, where an applicant is not currently working with children, but has done so in the past, the school reserves the right to request a reference from the employer by whom the applicant was most recently employed to work with children.

References will always be requested directly from the referee. Any provided by the applicant or open references, ie, those prefixed by 'To whom it may concern' will not be accepted under any circumstances.

In the case of school leavers, the reference should be from your Headteacher.

All referees should have known to you for at least one year or more and cannot be from a spouse, partner, friend or relation or from someone with whom you live.

The school will contact referees for verification. Please ensure that you have permission to provide their details on the application form.

Internal applicants who have been with the school for a year or longer need only provide one referee from a colleague more senior to you and whom you have known for at least one year or more. This should not be your line manager where they are part of the interview panel for the post for which you are applying.

## Section Two

### **Secondary and Further Education**

Applicants should complete this section to the best of their ability. In particular, applicants should ensure that all qualifications and grades relevant to the post for which they are applying are included in the application form.

Applicants should also include examinations undertaken and detail where results are awaited.

### **Teaching Applications**

Only applicants applying for teaching positions need complete this section.

### **Previous Employment**

All applicants must complete the previous employment sections ensuring any gaps in employment are accounted for. Indication of time off for a career break, for caring responsibilities, for study or travel or absences from work due to a disability will not prejudice your application for employment with the school.

All offers of employment will be conditional upon the receipt of at least two good written references.

## Section Three

### **Declaration**

Applicants must ensure they sign the declaration to certify that the information provided on the application form is correct. If you submit the application form electronically you will be asked to sign the form at interview if you are shortlisted. Please note that if you provide false information or deliberately omit any relevant details your application will be withdrawn from the recruitment process. All applications must be received by the published closing date and time. Only those applications received before dates and time on the specified closing date will be considered.

### **Selection Procedure**

Only applications received by the closing date and time will be considered.

### **Shortlisting**

Application forms will be passed to the interview panel for shortlisting. Shortlisting is a process whereby the information that you provide on your application form is marked against the defined criteria as detailed in the person specification. All applications should be shortlisted by a minimum of two people. Only candidates who meet the essential criteria will be selected for interview. The interview panel will consider the overall quality of the applications and invite those applicants that best meet the essential and desirable criteria to interview.

### **Interview Stage**

Once the candidates have been invited for interview, the scores obtained at short listing will not contribute to the interview process.

Candidates invited for interview will be informed in writing and will be asked to confirm their intentions to attend.

**Where the candidate has indicated that references may be taken up before interview, reference requests will be sought in advance of the interview.**

Candidates will be informed of any arrangements associated with the interview or selection process.

Candidates will normally be informed verbally of the outcome of the interview within one week.

If a candidate is unsuccessful at interview they will be informed verbally and offered the opportunity for feedback from the chair of the interview panel at a later date.

### **Pre-employment checks**

Candidates are asked to bring original certificates of qualification relating to the post to interview, together with documents to prove identity, to enable Disclosure & Barring Service checks to be made and identification that confirms they have the right to live and work in the United Kingdom.

**All offers of employment are conditional upon receipt of satisfactory references, medical clearance, evidence of any essential qualifications, online checks in line with Keeping Children Safe in Education (KCSIE) requirements and where the post requires, a Disclosure and Barring Service Check.**

### **Provisional offer of employment**

All offers of employment will be confirmed through the issue of a contract once the pre-employment checks have been obtained.

# Application Timeline

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## Closing date for applications

The closing date for the receipt of completed applications is 9.00 am on Monday 20<sup>th</sup> April 2026

## Interview

Interviews will be held soon after the closing date of Monday 20<sup>th</sup> April 2026.

## Additional Information

Please note that references will be requested prior to interview.

# Location

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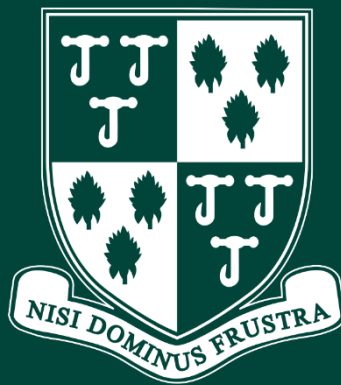
## Travelling by train

Oxenholme Station (not Kendal Station) then by taxi to Kirkbie Kendal School. We are situated at the southern side of Kendal approximately 1½ miles from Oxenholme Station.

## Travelling by road

Please take junction 36 (M6) - turning off the bypass just after the petrol stations (either side of the bypass), turning right at the first set of traffic lights. We are situated at the roundabout.





Kirkbie Kendal School, Lound Road, Kendal, Cumbria LA9 7EQ

Tel: 01539 727422

Email: [info@kksa.co.uk](mailto:info@kksa.co.uk)

[www.kirkbiekendal.cumbria.sch.uk](http://www.kirkbiekendal.cumbria.sch.uk)

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