



BOUSFIELD PRIMARY SCHOOL

South Bolton Gardens, London SW5 0DJ

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www.bousfieldprimaryschool.co.uk

March 2022

Dear Applicant,

Thank you for your interest in our School Business Manager position at Bousfield. Alongside this letter are attached

- Job Description
- Person Specification
- Application Form
- Privacy Notice for Job Applicants.

You may view our website at www.bousfieldprimaryschool.co.uk.

Please download the application form, save it, complete it and return it to me as an attachment. Ensure you address the criteria outlined in the person specification within your supporting statement, as these will be used to shortlist candidates.

Please note that application forms are used only for the purposes of recruitment to this particular role. If successful the application becomes part of the staff file. Unsuccessful applications are held for six months before being securely destroyed. Should you wish your application to be destroyed before this time, please contact me via email.

The deadline for receipt of applications is **11.30am on 28th March**; shortlisted candidates will be interviewed on **Wednesday 30th March**. Please note that applications will be considered as they are submitted and we reserve the right to interview before the deadline.

We look forward to receiving your application.

Yours sincerely,

Tamsin Roberts
School Business Manager

tamsin.roberts@bousfield.rbkc.sch.uk