



Our Ref: JV/VK

June 2010

Dear Applicant

POST OF SCHOOL BUSINESS MANAGER

Thank you for requesting information regarding the post of School Business Manager.

Please find enclosed

- St Clement Danes School Information
- Brief outline of School Business Manager's role
- School Business Manager Job Description and Person Specification
- Line management charts
- A Support Staff Application Form is downloadable from the website at <http://www.stclementdan.es.org.uk/>

It is envisaged that successful applicants will be invited to interview in early July with a start date at the beginning of the academic year 2010/11.

We welcome pre-interview visits and should you wish to look round the school I would ask you to contact the personnel administrator Jane Price (pricej282@stclementdan.es.herts.sch.uk) to organise a time. Dates available for visits are the afternoon of 28 June or the morning of 1 July.

I hope you will be interested in the post and I look forwarding to receiving your application which should include a completed application form with a supporting letter. Please indicate in your letter if we may take up references prior to interview or following appointment. The closing date for your application is **Monday 5 July 2010**.

Yours sincerely



J VALENTINE
Headteacher