20th March 2023

Dear prospective School Business Manager,

Thank you for taking the time to read the information pack and considering applying to be the School Business Manager here at Branfil, helping me to lead the school over the next few years.

I have been at Branfil since September 2016 and I genuinely love being head of such a friendly, caring community. The children are polite and keen to learn, the staff are hardworking and passionate about doing their best for our pupils, and our school community is supportive and positive.

We are looking for an ambitious leader who is passionate about their job and committed to ensuring that all pupils get the best possible education. We need someone who has very high expectations of themselves and others, and is willing to ‘go the extra mile’ in order for Branfil to achieve its vision. The successful candidate will be person-centred, solution focused and keen to ‘think outside the box’. He/she will love learning, seeing this as an essential component of being successful within education, and will want to support the development of other staff through coaching and mentoring.

I, personally, am looking for a School Business Manager who wants to share the responsibility for the school and really take ownership in their leadership areas. I want to work in partnership, sharing ideas and challenging each other.

If you were successful, you would be joining a team of leaders who are positive, forward looking and reflective. We have developed a strong leadership team based on open communication and trust; we support and encourage each other to be the best that we can be.

The attached document sets out the responsibilities of our Leadership Team members, including those for the School Business Manager. This is not an exhaustive list as the responsibilities of a School Business Manager are wide-ranging and changeable.

The School Business Manager would also attend all Governing Body committee meetings to take the minutes (TOIL) and, where possible, support the Friends of Branfil (PTA) events.

It is really important that you actively choose the school that is right for you, where you feel empowered to share your passion and drive to make a real difference. You can get a feel for our school by looking around our website ([www.branfil.com](http://www.branfil.com)) and our Twitter account (@BranfilPrimary). If you feel that you may be the right person to help to lead Branfil then please contact me, via the school office, to arrange to come and look round to see us in action, where possible.

I hope that you feel that Branfil may be the right place for you and that we get to meet shortly.

Kind regards

Natalie Sansom

Headteacher