21st July 2024

**School Business Support Officer (Grade 7)**

Dear Applicant,

Many thanks for your interest in the above position. St Wilfrid's has an extremely joyful atmosphere that permeates our village school and we enjoy a close relationship with the local community. Our children and staff are well-motivated, positive and caring, reflecting our Christian values and ethos. We are looking for a welcoming, friendly and efficient person who is a real team player and wants to support and promote our school.

If you enjoy a challenge, are hard-working and have a positive attitude, then this might be just be the position for you. Visits to the school are encouraged, please telephone the school office to make an appointment or contact myself via the school office, for an informal conversation.

Applications should consist of the Blackburn Diocese application form, along with a letter of application. When writing your letter of application, please evidence the person specification criteria, giving examples for each point and demonstrating the impact. Applicants who cannot meet all of the essential criteria may be discounted. Please email your application and form and letter to Mr Mark Curwen (bursar@st-wilfrids.lancs.sch.uk).

I would strongly encourage prospective candidates to visit the school. This will give you the opportunity to familiarise yourself with our school, meet the staff and ask any questions to support your application.

Interviews will take place on Monday 8th July 2024. Details will be shared with shortlisted candidates.

St Wilfrid’s Primary School is committed to Safer Recruitment. The post is therefore subject to an enhanced DBS clearance and references will be taken up before a job offer is confirmed.

The governors and I look forward to hearing from you. If you have any further questions, please do not hesitate to contact us.

Yours sincerely,

Mr Mark Curwen

Headteacher