

Dear future Barden team member 😊,

Thank you for your interest in the post of School Business Manager at our school. This is a really exciting time for us as we embark on a new journey redefining our administrative landscape. Following a re-design of our school office, an exciting, brand-new opportunity for a school business manager has been created. This role is not just about managing finances; it is about shaping the foundation of our school's future. The successful applicant would be a key member of our Senior Leadership Team and play a crucial role in shaping the strategic direction and operational effectiveness of our wonderful school. Ultimately, our new School Business Manager will help steer our school towards greater achievements and sustainable growth, ensuring that every child receives the best possible education.

**The grade attached to the post reflects that this role is based within a Private Finance Initiative School (PFI). As a result of this, there are further considerations and more complexities than in a local authority-maintained school, such as managing the PFI contract for the school. Prior knowledge or experience of the workings of a PFI setting is not an essential requirement for applicants and support and training will be provided for the successful applicant. Likewise, we appreciate that to appoint the very best candidate, experience of working in a school setting is not essential and training will be provided if required.**

Barden Primary School is a vibrant and enjoyable place to learn and work with our children firmly at the heart of all we do. We are an over-subscribed, two-form-entry school with over 470 pupils on roll. Our children are incredibly well behaved and respectful. Staff support and encourage each other, and we all work together to form a creative, dynamic and dedicated team. We have a strong pastoral team that support the social and emotional needs our children may have. Staff well-being is a priority as leaders believe that our team works at their best when they are valued, nurtured and supported. We have a full time IT technician and a full time Physical Activity Lead to ensure staff and pupils are supported well in curriculum delivery. Our children are always encouraged to be the best they can be through the delivery of a broad, balanced and imaginative curriculum. Staff work hard to plan and deliver engaging and exciting enrichment activities for our children. No two days are ever the same!

I have been the Headteacher at Barden Primary School for 7 years now and James has been with us as deputy for 5 years. We are incredibly proud of the school, the children and the committed staff and we enjoy coming to work each day. As a result of a lot of hard work, dedication and excellent teamwork, Barden was graded as ‘good’ in our last Ofsted inspection in June 2024. This is something our school is very proud of. In addition to our main school, we also have ‘The Nest @ Barden’, a Special Educational Needs Unit, for children with Speech, Communication and Interaction needs which provides an inclusive educational experience for pupils with social communication and interaction needs (to include autism spectrum disorder, ASD). We are very proud of this incredible and exciting addition to our inclusive and forward-thinking school.

We lead a school that believes strongly in life-long learning... and that includes us as a staff! As a school, we have recently undertaken an exciting project to develop our curriculum. In doing this, we have developed a memorable, rich and creative curriculum, that allows children to first thrive, and then succeed. We are proud of our curriculum at Barden and the impact that it is having on our pupils’ lives. We have, together as a team, developed a new Teaching and Learning Policy, which has already had a significantly positive impact on our school. Last year, our professional development focus as a team was strength-based coaching. This exciting and rewarding journey provided us with the knowledge and skills to achieve our best results as a high-performing team. All staff are actively supported and encouraged to develop and progress professionally. To evidence this, three of our teaching assistants have progressed to HLTAs, two of our recently qualified teachers are undertaking middle leadership qualifications and three teachers have successfully achieved the national professional qualification in senior leadership. Staff well-being is also an important aspect of our school culture. Staff are encouraged and provided with regular opportunities to develop and maintain their well-being. Support including supervision, counselling, Headspace subscriptions and opportunities to get together as a staff are all examples of how we work to achieve this. We also subscribe to the Education Assistance Programme [Education Support, supporting teachers and education staff](https://www.educationsupport.org.uk/) . **All staff are valued, and success is celebrated.**

As you will already have seen from the job advertisement and person specification, Barden Primary School is looking for a School Business Manager who is committed to securing the best outcomes for all children and is prepared to go the extra mile to achieve this. The successful candidate should share our high expectations whilst demonstrating the warmth, humour and resilience which are central to the values of our school. First and foremost, we are looking for a candidate who is an outstanding School Business Manager with the ability to lead by example and secure the respect and trust of colleagues, children, governors and parents.

Barden Primary School was built 16 years ago and is located on Barden Campus as part of the Building Schools for the Future (BSF) initiative. We are a Private Finance Initiative (PFI). The other schools and organisations situated on the campus are; Reedley Hallows Nursery, Holly Grove School, Burnley and Pendle Faith Centre, Children, Family and Well-Being Services, and a Lancashire County Council library. The campus is incredibly well resourced, and schools have access to additional sports halls and playing fields, a climbing wall, lecture theatres, dance studios and a running and athletics track. In addition to this, there is a wealth of knowledge that can be drawn from the many specialist and supportive staff members that work on the campus. We truly believe in a team approach to help and support each other to achieve the very best we can.

Choosing a school to work in is a significant life event. It is important that this decision is right for both you and the school. We are proud of our open-door policy, and **you are strongly advised to visit the school on the guided tour before applying,** to see our fantastic school in real life!Please phone the school to book on to come and look round and to meet the staff and children. Additionally, feel free to call the school to speak with us if you require any further information.

Thank you for expressing an interest in joining our team. We genuinely look forward to meeting you soon 😊

Kind regards,

*Claire and James (*Headteacher and Deputy Headteacher at Barden Primary School)