

# Padiham Primary School

**Burnley Road**

**Padiham**

**Burnley**

**Lancashire BB12 8SJ**

**01282 772496**

**E-mail:**[school@padiham.lancs.sch.uk](mailto:school@padiham.lancs.sch.uk)

**Headteacher: Mr C Dunderdale**

**Website: www.padiham.lancs.sch.uk**

30 April 2025

School Business Support Officer Grade 5 points 6 – 11 (£25,183.00 – £27,269.00)

Dear Prospective Candidate

Thank you for showing an interest in the above post at Padiham Primary School. We are looking to appoint an enthusiastic Business Support Officer who will assist with our efficient and accurate school administration processes on a day to day basis; reporting to the Headteacher, Senior Leaders and School Business Manager.

For further information about the post please read the person specification and job description.

Padiham Primary is a one and a half form entry school with eleven classes. The current vacancy has become available due to the retirement of the current post holder. The successful candidate will work alongside the Business Manager.

It is hoped that the successful candidate may have the potential to progress through the grades to become Business Manager at some point in the future.

For details of a typical school day please visit the school website:

[www.padiham.lancs.sch.uk](http://www.padiham.lancs.sch.uk)

The position is permanent for five days a week term time only (38 weeks); with a start date of Tuesday 2 September 2025. Please note that the salary given is the full time equivalent and will be paid on a pro-rata basis. The hours of work are 8.00am to 4.00pm with 30 minutes for lunch in the first instance.

The closing date for applications is 13 June 2025 with interviews taking place on 25 June 2025

Applications should be returned to school via email:

[j.mellor@padiham.lancs.sch.uk](mailto:j.mellor@padiham.lancs.sch.uk)

Padiham Primary School is committed to safer recruitment. This post is therefore subject to an enhanced DBS clearance, pre-employment checks and references before confirmation of an offer of employment.

Yours faithfully

Mr C Dunderdale

Headteacher