May 2025

Dear Candidate

I am delighted that you have decided to apply for the position of Site Supervisor at our wonderful school. We are looking forward to appointing an excellent Site Supervisor who will support our commitment to having a school to be proud of. When people visit our school first impressions last and our Site Supervisor needs to be committed to making our school look its best at all times.

We have been inspected by OFSTED in 2021 and we are a ‘GOOD’ School and are striving towards Outstanding. We have nine classes, are oversubscribed and currently have 280 pupils on roll. For more information relating to our school please visit our website [www.st-jameslanehead.lancs.sch.uk](http://www.st-jameslanehead.lancs.sch.uk)

We have slots in the school day where we will be able to give you a tour of the school and meet some of the staff. If you would like to arrange an appointment please contact the school office to arrange an appointment time.

Thank you for your interest in this post, we look forward to receiving your application.

Yours sincerely

Mrs Michelle Dugdale

Headteacher