



Penwortham Primary School
Crookings Lane
Penwortham
PR1 0HU
Tel: 01772 743321

Dear Candidate,

Thank you for expressing an interest in the position of Business Support Officer here at Penwortham Primary school. Penwortham Primary School is excited to have the opportunity to appoint a Business Support Officer, to join our school team.

POST DETAILS

- Grade 5 SCP 6-11 | Part Time 37 hours per week, Term time plus one week | Permanent.
- Closing date for Applications 30 July 2025.
- Interviews TBC.

We are looking for someone who:

- Can demonstrate a commitment to the ethos of our school.
- Has a proven record of outstanding practice.
- Is highly motivated, enthusiastic, well organised and reliable.
- Can use time management skills effectively.
- Can work effectively as a part of a team and be flexible, energetic and keen to use initiative.
- Is an excellent communicator with high levels of interpersonal skills.
- Has high expectations of self and those around them.
- Is approachable, friendly and have a good sense of humour.
- Wants the best outcomes for all members of the whole school community.

We can offer you:

- A caring and welcoming "family" school environment with high expectations.
- A hard working and dedicated staff team and supportive governors.
- Well behaved children and supportive parents and carers.
- An opportunity to gain valuable experience of leadership and management.
- Continuing professional development.

Visits to school are warmly encouraged please contact the school office on 01772 743321 to arrange. Also, please take a look at our school website www.penworthamprimary.co.uk

Our school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. We are an equal opportunities employer, welcoming applications from all sections of the community.

We look forward to hearing from you,

Miss K Penarski
Headteacher