Dear Applicant,

**School Business Manager 1 (Grade 8 scp 25-30)**

Thank you for your interest in the above important role at Seven Stars Primary School & Nursery.

We are a friendly, busy and vibrant school and you are applying at an exciting time in our school’s history.

We have recently (Summer 2025) been handed the keys to a brand new building which has been built in line with the latest net-zero sustainability requirements by the DfE in partnership with CONLONs construction.

This has been a long term project over the last three years moving from our old site (which had served the community for over 50 years) into our lovely new premises.

The new school has 250+ solar panels, a seeded roof, efficient lighting and heating/cooling systems and two electric car ports (with infrastructure for more). We are also fortunate to have very large grounds which means ample opportunities for the children to experience the great outdoors (including an outdoor science and garden complete with pond).

Our new school also has a large hall space (and will eventually have a MUGA) providing us with scope to offer community use leasing by clubs and others users.

We are hoping to reinvigorate our OPAL (Outdoor Play and Learning) approach to lunchtimes once the construction work has finished.

The old building is still in the process of being demolished and this will continue (and a MUGA and SEN taxi drop-off constructed) during the Autumn term 2025 and into the beginning of Spring term 2026, at which point the project will be officially completed.

Some of the other distinctive features of our school are:

* We have a long established Nursery unit in addition to the one-form entry mainstream classes. The Nursery class is led by a highly experienced teacher and we are keen to see numbers increase so more children can benefit from our high quality provision
* We have a higher than average number of pupils with Education Health Care Plans and this includes an SEN Unit (made up of two classes) which has now been running very effectively for 3 years for Key Stage Two pupils with General Learning Difficulties (placed by the Local Authority)
* We have above the national average number of pupils who are on Pupil Premium Grant and much of the grant is used to support higher levels of Support Staff than in many other schools
* We have a higher than national average mobility of children coming in to school

The governors are keen to appoint a School Business Manager who is ambitious, resilient, highly organised and able to face any challenge with a smile, a good sense of humour and a determination to achieve the best.

The School Business Manager will be a member of the Senior Leadership Team (SLT) and play a strategic role in the continuous improvement of our school, and will take an active role as a support to the School Governor Body.

The current School Business Manager has implemented a number of initiatives and moved the school forward, especially during the DfE new build project, and so the new Business Manager will have a good foundation on which to build as we look into the future.

We would highly recommend a visit to our wonderful school and to arrange a visit please email contact Mrs Halstead at [r.halstead@seven-stars.lancs.sch.uk](mailto:r.halstead@seven-stars.lancs.sch.uk) with SCHOOL BUSINESS MANAGER in the subject heading or phone 01772 422503 (use the same address and number if you wish to ask any questions)

Please note that the deadline for applications is **Monday 22nd September 2025 by 3.30pm** and application forms (along with job description and job specification) are available on the Lancashire Vacancies page or School web-site and returnable to [r.halstead@seven-stars.lancs.sch.uk](mailto:r.halstead@seven-stars.lancs.sch.uk)

I look forward to meeting you,

Yours sincerely

Mr Mitchell (Head teacher)