



18th September 2025

Dear Applicant

On behalf of the Governors of Lytham Hall Park Primary School and Nursery, I would like to thank you for your interest in the position of School Business Support Officer. Lytham Hall Park Primary School and Nursery is an outstanding two-form entry school with a busy school office. We take pride in being a hardworking and conscientious team, with each member of our school team delivering care and exceptional service to our school community.

The roles and responsibilities of the appointed candidate will include:

- Administration of our school trips including managing payments and booking services including venues and transport
- Administration of school clubs including communication with school staff, external providers and parents
- Administration of peripatetic instrument lessons
- Administration of school dinners including liaising with our school kitchen
- Presentation of our weekly school newsletter in collaboration with our senior leaders

We are looking for someone who is:

- Organised - manages time, paperwork, and tasks efficiently
- A clear communicator - interacts well with children, parents and the wider school team
- Flexible - adapts quickly when priorities change
- Calm - stays composed in a busy environment
- Patient and approachable - handles situations with understanding
- Detail-focused - keeps records and information accurate
- Confident with the use of IT systems - comfortable with office software and school systems
- Proactive - takes initiative to get things done

This appointment is a part time (32.5 hours per week, term time only +5 days), permanent post.

The working hours of this position will be 09:00 to 16:00 Monday to Friday with a 30-minute lunch break.

Lytham Hall Park Primary School and Nursery is committed to safeguarding and promoting the welfare of all children and young people. We expect all staff and volunteers to share this commitment. As part of the appointment and interview process, safeguarding understanding will be explored.

If you would like to have an informal discussion about the post please contact Cheryl Tyson, our School Business Manager on the above telephone number. Visits to the school are welcome by appointment.

Please note the closing date for applications is Wednesday 15th October, 2025.

Yours sincerely

Headteacher