



Hotspur Primary School

Mowbray Street, Heaton, Newcastle upon Tyne, NE6 5PA
0191 276 2762 admin@hotspur.newcastle.sch.uk

Headteacher: Miles Wallis-Clarke
Deputy Head: Kevin McVittie

July 2019

Dear Prospective Candidate,

School Business Manager (Level 1) – Maternity Cover September 2019 – August 2020

Thank you for enquiring about the post of School Business Manager at Hotspur. We are looking for an experienced SBM to join us for the 2019-20 academic year as our current postholder will commence maternity leave during the Autumn term. The role is currently 30 hours per week, all year round but some aspects of the job will be covered internally by members of our Admin and Leadership Teams, therefore there is a degree of flexibility in the working hours required for the right candidate.

Hotspur is a two-form entry school. It has a unique catchment area drawing from Heaton, Shieldfield, Jesmond Vale and Byker - children from very diverse backgrounds. The school population has been steadily growing from 335 children to over 400 in recent years. 30% of pupils are in receipt of pupil premium funding and the school has a number of children with challenging home circumstances. At the core of our work we have a mission to provide equality of opportunity which drives the work of all staff in the school.

Posts at Hotspur attract a lot of interest from high calibre candidates as it is a very effective and successful school. I encourage interested candidates to arrange an informal discussion with Jennifer Marshall, our School Business Manager who can discuss the role in more detail.

If you wish to apply for the post, you should return the application form and safe recruitment form. A satisfactory Enhanced Disclosure and Barring Service (DBS) check is an essential requirement for this post. You must disclose all previous convictions, cautions or bindovers; none of these may be considered "spent".

It is important that the school has information about whether or not you have any convictions so that this can be discussed with you at interview. Failure to return the safe recruitment form before interview and, in the case of the successful candidate, failure to subsequently obtain a satisfactory DBS check will disqualify you from further consideration for this post. Please note that disclosing criminal convictions will not necessarily prevent you being appointed. This information will be considered in light of its relevance to the post, as set out in the 'Code of Practice on the Disclosure of Criminal Convictions in Schools'.

A job description and person specification is available on the school website to support the application. Please send a hard copy of your application to the school office by **10am on Friday 2nd August 2019**.

Yours sincerely



Miles Wallis-Clarke
Headteacher

www.hotspurprimary.com

Find us on
facebook

YouTube

follow us on
twitter

