



# St. Joseph's Catholic Primary School

Holloway Hill, Malmesbury, Wiltshire, SN16 9BB  
E: [head@st-josephs-malmesbury.wilts.sch.uk](mailto:head@st-josephs-malmesbury.wilts.sch.uk)

7<sup>th</sup> November 2019

Dear Candidate

We are delighted that you have taken the opportunity to apply for the role of School Business Manager at St Joseph's.

We are a small but thriving school, where pupils, staff and governors take immense pride in everything they do. We foster a loving, nurturing and exciting learning environment where every child is special. We are extremely proud of the school's success in promoting a culture of celebration of achievement in all areas, providing a loving and inclusive environment for every child. We have achieved consistently good results across both Key Stages. In 2016 and 2017 we received letters of recognition from Nick Gibb at the DFE for achieving phonics results in the top 8% of schools nationally. Our results in 2018 placed us in the top 5% of schools nationally.

The school's financial management has always been strong, having been ably led by our departing School Business Manager, Mrs Elaine Pearce, who has been with St Joseph's for more than 25 years. Elaine has worked very closely with headteachers and governors over many years to ensure that all aspects of the school's business, from finances to premises to health and safety, amongst other things, are managed effectively. Governors will continue to work closely with the new appointee and the headteacher to ensure both are fully supported in all aspects of their work.

A key strength of St Joseph's is the school's Parents and Friends Association. The headteacher works closely with the PFA to ensure all spending decisions are strategically aligned to deliver best value across a range of school priorities. Given the challenges facing schools today, we are fortunate not to have a deficit budget. The partnerships we create across our school community allow us plan ahead to fund projects and pay for resources so that it is our pupils, present and future, who will benefit the most from all funding streams available to us. One recent example of this is the new school kitchen, which opened in September this year and from which we are now able to prepare and serve fresh, hot meals every day.

If you would like to be a key member of the St Joseph's team, and you have the desire and the skills to initiate or lead projects, and you are innovative and inspirational, St Joseph's would be the ideal school for you to make a difference. We have lots of ambition and an unrelenting desire to always do more. We are looking for an assertive and effective communicator who has the management and organisational skills that will allow us to continue to deliver the best education from a sound financial platform.

Headteacher: Mrs Sue Woods

If you wish to arrange a visit, or would like to discuss the role informally, please call 01666 822331 or email [head@st-josephs-malmesbury.wilts.sch.uk](mailto:head@st-josephs-malmesbury.wilts.sch.uk)

Thank you for your interest, we look forward to welcoming you to St Joseph's.

Yours faithfully

*Sue Woods*

Mrs Sue Woods  
Headteacher

Headteacher: Mrs Sue Woods