



Woodstone Community Primary School

Heather Lane, Ravenstone, Leicestershire, LE67 2AH
Tel: 01530 519473 email: wpsoffice1@woodstone.leics.sch.uk
Headteacher: Mr P Mullins
Deputy Headteacher: Miss G Clement

Growing together, Learning forever

3rd September 2025

Dear Candidate,

BUSINESS MANAGER

Thank you for your interest in this post, which will commence on Monday 13th October 2025.

Woodstone is a great place to work. Coming through the gate in the morning to be greeted by beautiful surroundings, a modern, attractive looking building and well behaved, happy children makes coming to work a pleasure. This is an exciting opportunity to join a fantastic team here at Woodstone. We are a vibrant, exciting and forward thinking school. The team of staff are extremely dedicated and committed to providing the best possible education for our children. We also strive to provide a wide range of other opportunities for our children which build confidence and recognise different strengths including sporting and musical activities.

The post involves working closely with the Headteacher, Senior Leadership Team and Governors to strategically lead and manage the school in all aspects such as finance, HR, procurement, IT, GDPR, health and safety and estate management.

The hours of work for our Business Manager position are Monday to Friday 8.15am - 12.15pm and 1.15pm – 4:30pm and is paid at Grade 10.

Should you wish to apply for this vacancy please submit an Application Form telling us about your background, qualifications and suitability for the job. Application Forms be submitted online to wpsoffice1@woodstone.leics.sch.uk, by post or handed into the school office.

As part of our safer recruitment process, we would refer you to our school website, www.woodstoneprimary.co.uk, where you will find our 'Safeguarding/Child Protection and Procedures Policy' under Key Info/Policies. **An enhanced DBS check will be required before the successful applicant can take up this post.** Woodstone Community Primary School is fully committed to safeguarding and promoting the welfare of children. Applicants will be required to undertake pre-employment checks, such as an Enhanced Disclosure and Barring Service (DBS) Check. Please note we also seek references from current employers and will follow up gaps in employment history.

The closing date for applications is **12 noon on Friday 19th September** with interviews and selection tasks taking place on **Tuesday 30th September**.

Should you have any questions regarding the vacancy or would like to arrange an appointment to look around the school please contact the school office.

We look forward to receiving your application.

Yours sincerely,

Patrick Mullins
Headteacher