

# Selside Endowed Church of England School

Selside. Kendal. Cumbria. LA8 9LB

Tel: 01539 823649

Email [admin@selside.cumbria.sch.uk](mailto:admin@selside.cumbria.sch.uk)

Executive Head Teacher: Sarah Coleman

26<sup>th</sup> November 2019

Dear Potential Applicant,

Thank you for taking the time to look at applying for the post of small school business manager at our school. I would be delighted to show you our school and tell you more about the role. There is also an opportunity to speak with Zoe Fetherstone, our current business manager who is leaving at Christmas to pursue an exciting new opportunity.

We have a fantastic staff team and wonderful children and parents. Our highest priority for this appointment is that we find someone who is not only skilled to fulfil the role, but who also has the enthusiasm, flexibility and caring attitude to become a key part of our school community.

We are excited to see what ideas you have for the role and what you might offer us. Please outline your experience and ideas in a covering letter alongside the Cumbria application form. We have preferred working hours, but these are open to discussion at interview for the right candidate.

I look forward to meeting you and receiving your application.

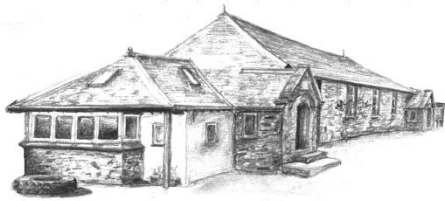
Yours sincerely,

A handwritten signature in cursive script that reads "Sarah Coleman".

Mrs Sarah Coleman

Executive Headteacher





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