



Kington St. Michael C.E. Primary School

« Learning together, aiming high »

Monday 24th March 2025

Dear Applicant,

Thank you for your interest in the position of School Business Manager at Kington St Michael C.E. Primary School. We are delighted that you are interested in joining our happy and welcoming school community.

We are a small village Church of England school (135 pupils) on the edge of the Chippenham, set in beautiful grounds and surroundings. The school is an integral part of the thriving village community of Kington St. Michael. We strive to provide a joyful and supportive environment for teaching and learning.

In February this year, we were pleased to receive a successful Ofsted inspection, achieving both good and outstanding outcomes, under the newly revised inspection framework. Last year, we underwent a successful SIAMS inspection, reflecting our commitment to excellence in all aspects of school life.

We are looking forward to appointing a well-organised and enthusiastic Business Manager to support our school's continued success. The position is part-time, ideally working on a Monday, Wednesday and Thursday, but we would be open to flexibility around times and days for the right candidate.

Please find attached the Job Description and Person Specification for your reference. To gain a deeper understanding of our school and the role, we would warmly encourage you to visit us. If you would like to arrange a visit, or if you have any questions, please contact Mrs. Victoria O'Brien, Headteacher at head@ksm.Wilts.Sch.UK or 01249 750454.

Thank you once again for your interest. We look forward to receiving your application.

With kind regards,

Mrs. Victoria O'Brien
Headteacher