



# Shirley Community Primary School Shirley Pre-School

Nuffield Road, Cambridge CB4 1TF  
e-mail: [office@shirley.cambs.sch.uk](mailto:office@shirley.cambs.sch.uk)  
Tel: 01223 712252 Fax: 01223 712253  
Headteacher: John Cattermole  
Deputy Headteachers: Diane Mitchell & Suzanne Wernham

## **SCHOOL BUSINESS MANAGER**

Thank you for your interest in our vacancy for a full time School Business Manager. Please find enclosed a copy of the Job Description and Person Specification for this post together with an application form, our Recruitment of Ex-Offenders Policy and Safeguarding Policy.

If you have not already done so, please take time to visit our school website [www.shirley.cambs.sch.uk](http://www.shirley.cambs.sch.uk) where you will find lots of information about our busy and successful school.

Shirley Community Primary is situated in north Cambridge, 10 minutes' walk away from Cambridge North Station, which is on the main trainline between Kings Lynn and London. We are also within easy access of the A10, A14 and M11 roads.

Visits at the current time can be arranged, or if you would like an informal discussion with the Headteacher, Mr John Cattermole about the role and our school, he will be happy to accommodate you. Please email our school office on [office@shirley.cambs.sch.uk](mailto:office@shirley.cambs.sch.uk) or call 01223-712252 to book a time.

Please note that applications must be made using the official application form (enclosed). C.V.s are not acceptable. Your application should include a supporting letter to the Headteacher, Mr John Cattermole, outlining your experience, how you meet the person specification and what you hope to bring to Shirley.

Completed applications should be marked confidential and returned by email to both [hr@shirley.cambs.sch.uk](mailto:hr@shirley.cambs.sch.uk) and [head@shirley.cambs.sch.uk](mailto:head@shirley.cambs.sch.uk)

### **Key Dates:**

**Closing date for applications and shortlisting: Midday on Monday 8th March 2021**

**Interviews: Morning of Friday 12th March 2021**

*Shirley Community Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to undertake an enhanced DBS check.*

