PETERBOROUGH CITY COUNCIL

Caverstede Nursery School

11th May 2018

Dear Applicant,

In response to your recent request regarding the vacancy for the School Business Manager at Caverstede Nursery School, I have pleasure in enclosing a Job Pack. In it you will find a job description & person specification, application form & guidance notes.

It is extremely important that you read the guidance notes on completing the application form before you make any attempt at it. We will decide on whether to call you to interview or not, SOLELY on the basis of how you meet the criteria on the Person Specification, enclosed with the job pack. To do this effectively you will be required to demonstrate your understanding, experience and give examples, where you can, for each of the criteria listed.

Once you have fully completed the application form please return it to me at the address above on or before the advertised closing date. If you have not received a reply within 4 weeks of the closing date, you can assume that your application has been unsuccessful.

If you would like to visit the school please contact us to arrange a suitable date and time.

Thank you for your interest in this post, and we wish you every success with your application.

Yours sincerely

Debbie Hayes
Headteacher

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