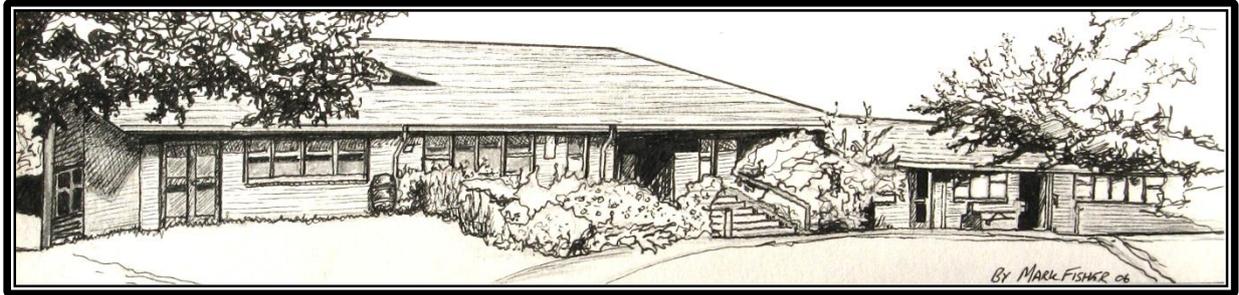


Sedlescombe Church of England Primary School

Headteacher: Mrs Caroline Harvey



Brede Lane, Sedlescombe, Battle, East Sussex, TN33 0RQ

Tel: 01424 870585

Email: Mrs Hades: office@sedlescombecep.e-sussex.sch.uk

www.sedlescombecep.e-sussex.sch.uk

Friday 17th May 2019

Dear Applicant,

Re: Bursar (2) Temporary Contract

Thank you very much for showing an interest in the post of Bursar (2) at Sedlescombe Church of England Primary School commencing on as soon as possible after the interview date. This vacancy has arisen as our current bursar secured a promotion to a larger establishment.

Sedlescombe is a rural one form-entry Church of England Primary School at the heart of the village. It is a happy school in which all strive to do their best for the children, their families and each other so that everyone reaches their full potential. The school has been judged by Ofsted as securely good and we now want to build on this to become an outstanding school.

You would have your own office space working alongside our experienced and friendly school secretary and newly appointed clerical assistant. There is also good support from the school finance team.

Please find enclosed a copy of the job description and person specification for the post along with the application form. Please note that the supporting statement should be written to the person specification as all applicants will be judged against the person specification.

The deadline for applications is 12:00 pm on Monday 3rd June; any applications received after this date cannot be considered. Completed applications should be sent to head@sedlescombecep.e-sussex.sch.uk. Shortlisting will take place on Tuesday 4th June. All shortlisted candidates will be contacted to invite them for interview. Interviews are planned for Thursday 6th June.

If you have any questions please do not hesitate to get in contact and visits to the school are welcomed and strongly encouraged. I look forward to receiving your application and wish you the best with your application.

Yours Faithfully

C Harvey

Mrs Caroline Harvey
Headteacher

Learning, Loving and Growing Together with God