



April 2025

Dear Applicant,

Thank you very much for your interest in our school. Please find enclosed the job details and application form for the post of School Business Manager, to start in June 2025.

The deadline to receive your application is Monday 5<sup>th</sup> May 2025 to [recruitment@summerfieldschool.org](mailto:recruitment@summerfieldschool.org). We will contact you very soon after the deadline if you are required to attend for an interview, which will be held week commencing 12<sup>th</sup> May 2025.

Please read the enclosed information and do feel free to contact us either by telephone or e-mail if you need any further information or if you would like to visit beforehand.

Should you be called for interview, it will be necessary for you to bring confirmation of any qualifications and three forms of proof of identification. Details of acceptable forms of proof of identification can be found at: [ID checking guidelines for standard/enhanced DBS check applications from 1 July 2021 - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidelines-for-standard/enhanced-dbs-check-applications-from-1-july-2021).

Once again, if you require any further details regarding the post or would like to arrange to visit our school, please do not hesitate to contact us by telephone or email.

I look forward to receiving your application.

Yours faithfully,

**Ian Fraser-Kirkup**  
Executive Headteacher  
Summerfield School



**Artsmark**  
**Silver Award**  
Awarded by Arts  
Council England



2021-2024

