



St. Bede C of E Primary School  
Gordon Road  
Winchester  
Hampshire  
SO23 7DD

01962 852463

Dear Colleague

**Business and Administration Manager**

**St. Bede Church of England Primary School, Winchester**

Thank you for your interest in this position at St. Bede. The post is available due to current post holder changing their role and direction for employment. The role is a significant one in the life of the school; the post holder joins the leadership team, involves responsibilities linked to finance and administration and includes line-managing responsibilities.

St Bede CE Primary School was last visited by Ofsted in October 2024 (the full report can be found on our school website here <https://www.stbedewinchester.co.uk/ofsted-reports/> ) and was classified as follows:

Quality of Education	Good
Behaviour and Attitudes	Outstanding
Personal Development	Outstanding
Leadership and Management	Outstanding
Early Years Provision	Outstanding

We also received an 'outstanding' church schools' report from the Diocese of Winchester in the summer term of 2018. The staff, governors, pupils and parents are extremely proud of the achievements of the school and the school is held in very high regard within the community in Winchester. This reputation is reflected in the number of parents who seek a place at St. Bede for their children.

The staff, governors and the wider community work well together as a collaborative team to ensure that the school is a place where children are happy and flourish in their learning. The curriculum is rich and vibrant – there is always lots going on!

If you have any further questions of a specific nature, which are not answered by the information in this pack, please do not hesitate to contact me. I would be delighted to meet prospective candidates and if you would like to arrange a visit to the school, please contact the school office.

With my best wishes,  
Yours sincerely,

Sarah Duck  
Headteacher