

 January 2025

Dear Prospective Applicant,

I am delighted that you have shown an interest in applying for the ***Business Manager*** post, currently being advertised at Western Church of England Primary School.

Western is a popular school, in an ideal location. It is situated less than a mile to the west of Winchester city centre and is set in very attractive, extensive grounds. There are games pitches, three playgrounds, a grassed play area, which includes a Fitness Trail and a nature trail. The school site has far-reaching views over Winchester and the surrounding countryside.

After a number of extensions, our two-form entry school offers a range of good facilities: a well-stocked library that is an oasis of tranquillity within a busy school environment, an ICT suite, Music and Drama Room, a Design Technology Room and a Nurture Room.

Our pupils are sociable, articulate and creative; they respond well to responsibility and challenge. They are eager to learn, resourceful and enthusiastic. We want them to be inspired by the learning opportunities on offer so they can become successful learners, confident individuals and responsible citizens.

If, having read the Job Profile and Specification for this post, you feel that you would enjoy working alongside our enthusiastic learners and supportive staff; I very much hope you will apply.

In addition, I would recommend you look at our website at [www.western.hants.sch.uk](http://www.western.hants.sch.uk), which will provide further information, and also our most recent Ofsted report which can be viewed via Hantsweb.

As a school we are committed to safer recruitment so all posts are subject to the usual police and criminal record checks. If you have, any further questions please contact our current Business Manager, Mrs Lynn Franklin.

Good luck and I look forward to meeting you.

Yours faithfully,

*K. Luke*

Karen Luke

Acting Headteacher

P.T.O.

Western Church of England Primary School

Welcome to Western Church of England Primary School. Thank you for taking the time to find out more about our school and why we believe it is such a special and unique place in which to **imagine, create and achieve**.

Our school and its extensive green environment lies deeply rooted in the community of Fulflood, a short walk from the centre of Winchester, England’s ancient capital city. We currently have just under 400 pupils on roll; with two classes in each Year group from Reception to Year 6.

We have spacious outdoor areas including a large playing field, three playgrounds, a fitness trail and a nature trail with storytelling/fire circle. Within the building we have a good range of facilities; vibrant well-equipped rooms include an ICT suite, dedicated Music and Drama room, Nurture room and flexible learning spaces for group work. We also have a well-stocked and well looked after library with a tranquil outside space.

At Western, our experienced and caring staff provide our children with rich opportunities to learn, think and grow on their journey, as we aim to develop **successful learners, responsible citizens and confident individuals.** We currently have 14 full time equivalent teachers, each with class responsibility, as well as the Deputy Headteacher and Assistant Headteacher, who is also our SENCo and Inclusion Lead. Our support staff, made up of Learning Support Assistants, Special Needs Assistants, Midday Supervisors and ELSAs, are motivated and passionate about meeting the needs of all children and we also have two Higher Level Teaching Assistants who provide additional PPA cover. The School Business Manager also leads an effective and efficient team of three part time Admin Assistants, a Site Manager and a cleaning team. We are committed to developing the skills and strengths of all our staff and we are keen to provide opportunities for continuing professional development for all.

We value each pupil and believe in educating, supporting and nurturing the whole child.

At Western, we aim to ensure that all children are engaged in an active, enquiry based approach to learning and they make at least good progress academically, personally and socially. The Western Learning Tree is at the heart of our teaching, learning and curriculum; it represents our vision statement and provides a shared language and understanding of learning (thinking / learning skills and attitudes).

Careful planning ensures that the learning journey at Western is rooted in the content and skills of the National Curriculum; set in purposeful and meaningful learning contexts with a clear outcome; well-organised with cross-curricular links; flexible with opportunities for ‘choice’, child-led learning that allows scope for independent enquiry and enriched by opportunities to enhance pupils’ learning.

Our children are regularly presented with a wide range of carefully designed activities within this broad and balanced curriculum; allowing them to develop their skills for solving problems, researching and communicating - whilst fostering an ability to be an effective team worker. Western is a creative place, which enables children to flourish, be themselves, and face new challenges within a supportive and caring environment. Our learners develop resilience, demonstrate resourcefulness and reflect sensitively upon their own and others’ needs and achievements, as they strive to see the fruits of their learning.

This is made possible through the dedication, expertise and professionalism of a committed team of staff, parents, governors and our community, who work collaboratively to ensure that the children and their needs remain at the centre of the school’s core aims.

Weaving through the daily life of Western sits the golden thread, representing **Love, Compassion and Respect;** core values which underpin the Christian ethos of the school and the way in which pupils and adults work, play and interact alongside each other. This strong sense of belonging to Western CE Primary and the pride for their school, which our children consistently demonstrate, is clearly evident in all aspects of school life. We maintain strong links with St. Paul’s Church and the partnership between home and school is a key aspect of Western CE Primary School’s success; working together to nurture our children, who truly will be successful, responsible and confident individuals of the next generation.

