

January 2023

Dear Applicant,

## Vacancy – Assistant School Business Manager

Thank you for expressing an interest in our recently advertised post of Assistant Business Manager. At Elmgrove, children always come first and we know that they deserve the very best that we can offer them. The school is known for our inclusive approach where the abilities and gifts of all children are celebrated. This is a very exciting time to be joining our school having recently moved into our brand new premises.

Our school serves a diverse community in the heart of Harrow and we are proud of our vibrant atmosphere where all children and adults are valued. The school is known for our inclusive approach where the abilities and gifts of all children are celebrated.

We have strong links with universities, local colleges, high schools and with our partner primary schools. We have a Children's Centre Delivery Site that enhances close relationships with local families and pre-school children.

We offer exciting professional opportunities for staff who wish to work in a supportive, nurturing environment. The closing date for applications is noon, 3 March 2023. Interviews will be held week commencing 6 March.

If you would like to visit the school, please contact us on 020 8909 2992.

Elmgrove Primary School & Nursery is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Appointment is subject to an Enhanced Disclosure and Barring Service (DBS) check. Please see our website for further details.

Once again, thank you for your interest and we look forward to receiving your application.

Yours faithfully

Sarah Neary  
Headteacher

Elmgrove Primary School and Nursery  
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