

Holwell Primary School

Welcome from the Headteacher

Dear Applicant,

Thank you for your interest in the position of **Business Manager at Holwell Primary School**.

As the Headteacher of Holwell Primary School, I feel privileged to be leading an inspirational school and a team of staff who are highly skilled, caring, dedicated and passionate about promoting high aspirations for all pupils.

At Holwell Primary School, we are proud to offer every child an inclusive, high-quality and ambitious curriculum that actively removes barriers to achievement. Our commitment is to nurture academic excellence, character development and emotional well-being, empowering our pupils to flourish both within school and beyond. We aim to inspire them to become lifelong learners and responsible, compassionate members of society.

We uphold high expectations across all aspects of school life, consistently modelling and reinforcing positive behaviours and practices. This ensures that every child feels safe, valued and supported throughout their learning journey.

Central to our ethos are our **RICRAC values: Respect, Independence, Co-operation, Resilience, Aspiration and Courage**. These values are deeply embedded within our curriculum and school culture, guiding our pupils to make thoughtful and responsible choices and helping them to grow both personally and academically.

Together, we strive to create a learning environment where every child can thrive.

The role of Business Manager is pivotal to the continued success of our school. We are seeking an exceptional individual who shares our vision and values and who can provide strategic leadership across finance, human resources, premises, health and safety, compliance and operational management.

This is much more than a support role. The Business Manager is recognised as a key strategic leader within the school and is a valued member of our **Executive Leadership Team**. Working alongside the Headteacher and senior leaders, the successful candidate will contribute to strategic planning, school improvement, resource management and the long-term sustainability of the organisation. We believe that effective school business leadership is essential in enabling our staff to focus on what matters most – delivering the highest quality education for our children.

At Holwell Primary School, we are committed to supporting the wellbeing of our staff and promoting a healthy work-life balance. In recognition of the breadth and demands of this role, the successful candidate will be entitled to **one afternoon of flexible home working per fortnight**, by agreement with the Headteacher. This dedicated time will provide the opportunity to undertake strategic planning, project work, report writing and other business management responsibilities in a focused environment while supporting personal wellbeing.



Learning today for our tomorrow

Headteacher: Miss S G French
Chair of Governors: Mr J Dunmore
Holwell Road, Welwyn Garden City, Hertfordshire, AL7 3RP
01707 323716
admin@holwell.herts.sch.uk
www.holwell.herts.sch.uk



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We hope this role will attract ambitious professionals who are excited by the opportunity to make a significant contribution to our school community and who are passionate about ensuring the very best outcomes for our children, families and staff.

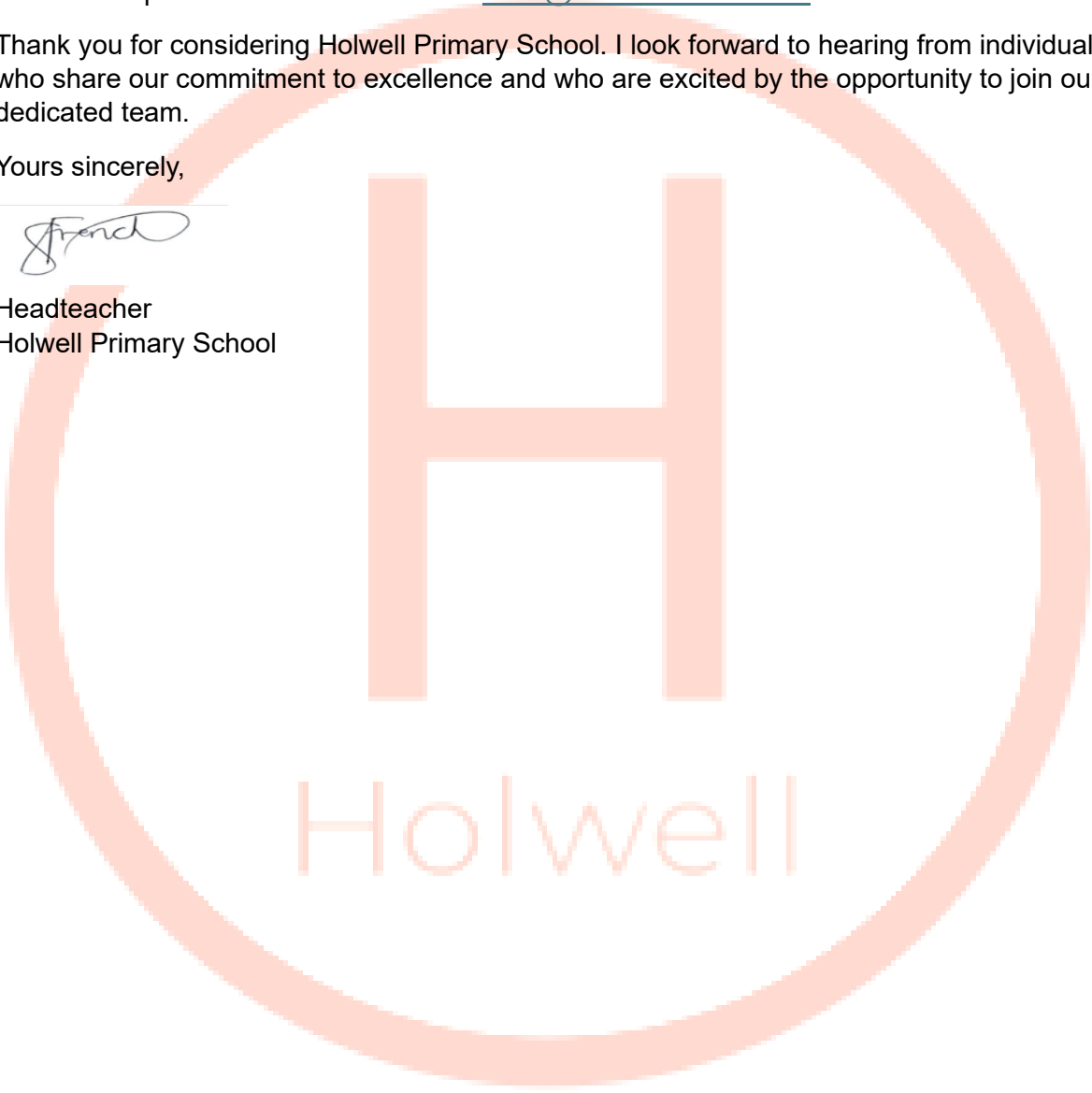
Unfortunately, due to the timing of the school holidays, visits to the school are not currently available. However, I would be delighted to speak informally with prospective applicants. If you would like to find out more about the role, please email me directly to arrange an informal telephone conversation. Email: head@holwell.herts.sch.uk

Thank you for considering Holwell Primary School. I look forward to hearing from individuals who share our commitment to excellence and who are excited by the opportunity to join our dedicated team.

Yours sincerely,



Headteacher
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