



Headteacher

Mr Richard Catchpole BSc (Hons) PGCE NPQH

12<sup>th</sup> June 2026

**Position of School Business Manager at Busbridge C of E Aided Junior School**

Dear Applicant,

Thank you for your interest in this position at Busbridge CE Junior School. This is an important role for the school, and as a member of the school's Senior Leadership Team, you will have the opportunity to participate and lead many school improvement projects, with the support of our fantastic Governors Resources Committee.

We are a happy and welcoming school in a lovely part of Godalming. Our school has spacious grounds with plenty of outdoor areas, including our school pond and field for children to explore. We are able to make use of our facilities to offer lots of sporting opportunities for our children. Excitingly, we completed the installation of a multi-use games area for the school in September 2023. Sustainability is very important to us, and in Autumn 2024 we completed the installation of Air Source Heat Pumps for the school.

Our school promotes a love of learning, via an engaging and varied curriculum. As well as our academic learnings, we also know how to have fun as a school too. We hold an annual whole school beach trip to West Wittering, and a Pet Day, where the whole school community (staff too) are invited to bring their pets into school. Other summer term activities include two planned Double Days (off curriculum mixed age days with activities including cookery, art and scrapbooking), as well as Sports Day and a plethora of other sporting events.

As well as our successful teaching and learning, the other factor which makes Busbridge special is our wonderful staff. We have a team of happy, engaging and motivated staff, who strive to get the best for all of our pupils. Busbridge Junior School is a rewarding and happy place to work. We can offer:

- Free onsite parking
- Nutritious and tasty school lunches (chargeable)
- A high level of continued professional development (new to role School Business Manager's would be placed on a full training package lead by external advisers)
- Support from other local SBMs in the Godalming Learning Partnership
- Professional and positive work colleagues
- Well behaved and respectful pupils
- A high focus on staff well-being, including a term-time Golden Ticket (self-allocated 'day off')

We hope you will feel motivated to apply for this role at our school and I look forward to meeting you during the recruitment process.

Yours sincerely,

Richard Catchpole (Headteacher)