

26 May 2023

Dear applicant,

**Re: School Business Manager (SBM)**

Thank you for your interest in the above post.

Please click on the SBM vacancy application link on our website to make your application. Applications can be uploaded on the TES website or returned by email to Ms Simone Watson at [finance@rcobden.camden.sch.uk](mailto:finance@rcobden.camden.sch.uk).

Your application form, along with your supporting statement, clearly **addressing the points made in the person specification** should be uploaded or emailed by **noon** on Monday 12<sup>th</sup> June 2023.

Applicants who are successfully shortlisted for interview will be notified by email by Tuesday 13<sup>th</sup> June 2023.

The interviews for short listed candidates will be held on Monday 19<sup>th</sup> June 2023.

Visits to the school are warmly welcomed and encouraged. To arrange a visit (from Monday 5<sup>th</sup> June 2023 onwards) please contact Ms Simone Watson at [finance@rcobden.camden.sch.uk](mailto:finance@rcobden.camden.sch.uk).

***In line with Keeping Children Safe in Education 2022 and safer recruitment practices, the school will conduct an online search for all shortlisted candidates. The online search is part of our safeguarding checks and will seek publicly available information on candidates' suitability to work with children. Shortlisted candidates will be provided with further guidance and will be asked to clarify their online presence.***

***As part of our safer recruitment practice references will also be requested before interview.***

We look forward to reading your application.

Yours sincerely,



Kathy Bannon  
Headteacher  
Richard Cobden School