

Headteacher: Andy Peterson  
Email: [info@bitterneprimary.net](mailto:info@bitterneprimary.net)

Telephone No: 023 8049 9494

Dear Applicant

Thank you for your request for the enclosed application pack for the post of Site Manager.

Please visit our website [www.bitterneprimary.net](http://www.bitterneprimary.net) to find out more about our school

Please find enclosed:

- Application Form
- Job Description  
Person Specification

Completed application forms should be emailed to [info@bitterneprimary.net](mailto:info@bitterneprimary.net) by the closing date.

Your application will be judged against the Job Description for the post.

Please make sure that you:

- Refer to each point in the Job Description (essential requirements of the post)
- Give details of your experience in each area listed; include relevant details of current and previous employment.

Should you require further assistance regarding your application or you would like to arrange a visit to the school, please contact [info@bitterneprimary.net](mailto:info@bitterneprimary.net)

The closing date for applications is noon on Friday 5<sup>th</sup> May 2023.

Interviews are scheduled to take place on Thursday 18<sup>th</sup> May 2023.

May I wish you every success with your application.

Yours faithfully  
Clare Horan  
Business Manager

Bitterne CE Primary School is committed to safeguarding and promoting the welfare of children and expect all staff and to share this commitment. The successful candidate will be subject to all necessary pre-employment checks, including: an enhanced DBS; Prohibition check; Childcare Disqualification (where applicable); qualifications (where applicable); medical fitness; identity and right to work. All applicants will be required to provide references.