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LADY ROYD PRIMARY

BRADFORD GIRLS' GRAMMAR SCHOOL CAMPUS

For girls and boys up to 11 years

A message from our Headteacher

Dear Candidate,

Post: Office Manager

I would like to thank you for showing an interest in the opportunity at our school. We are looking for an individual who is inspired by working with children!

We view the administration team as the unsung heroes of our workforce. The admin team works away diligently and professionally in the background but are fundamental to our success. This opportunity to lead of Office team is a hugely exciting opportunity.

We offer a fantastic and supportive environment for you to learn and grow your career, whether you are an Unqualified Teacher, Early Careers Teacher or have more experience in teaching. In return we want to appoint candidates who share our ethos and would relish the opportunity to shine in a progressive and exciting school.

As a Headteacher, I firmly believe that every moment matters! Our job is to provide an engaging and exciting curriculum for all our children; it is to develop their literacy and numeracy skills so they can be successful in later life and it is to work hard with parents and our local community to raise aspirations for all.

I am very excited about the opportunity to develop and strengthen our existing team, to give people opportunities to grow and develop valuable experience which will benefit you and our setting. If you want to see more of our day to day life in school, you can see us on our website, or X.

Our Academy is a member of Bradford Diocesan Academies Trust (BDAT), which means all our schools and employees can access great support from an experienced and caring Trust. There is more information about BDAT later in this pack.

Please contact our office team on 01274 905 102 to make an appointment to see our school at work.

Yours sincerely

Chris Tolson

