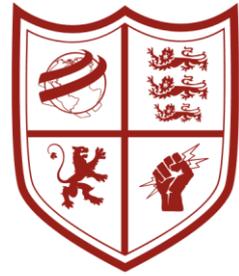


Our ref: MM/EH

November 2025



**Stretford**  
Grammar School  
*Aspirat primo fortuna labori*

Dear Colleague,

RE: Admissions Officer

*Thank you for your interest in the advertised post.*

Stretford Grammar School is a co-educational Foundation Grammar School with ambitious students who demonstrate high levels of care and consideration towards each other and the wider community. This caring and compassionate behaviour is recognised in our Ofsted reports and frequently commented upon by visitors to the school who are struck by the courteous, purposeful, and respectful atmosphere. At the heart of the school, core values of courtesy and respect, together with our diversity and excellent relationships, make Stretford Grammar School a unique place to learn and work.

The school's principal aim of striving for the very best for all students was confirmed in the most recent Ofsted Inspection of March 2024 which concluded that 'Stretford Grammar School is an inspirational place to learn. Pupils flourish in this warm and welcoming learning environment'. In addition, the school places great value on student participation in a broad range of curricular and extra-curricular opportunities aimed at developing life skills, leadership potential and links with the wider community. In doing so, we hope that each and every one of our students can experience success during their time at Stretford Grammar School, whether academically or through the wider provision of the school.

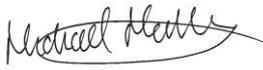
We are blessed with supportive parents and a committed Governing Body who work hard to ensure that every child has the potential to follow their dreams and aspirations. The successful applicant will be an innovative and skilled School Business Manager who is committed, hardworking and passionate about making a difference to the lives our students. In doing so you will be joining a school that is welcoming and inclusive, with a strong sense of community. The recent Inspection found that school supported staff to protect their wellbeing and work life balance, the HMI concluding that it was one of the most positive staff surveys they had seen.

In joining the school, you will play an important part as member of a School Leadership Team which places high value on the creation of a caring and nurturing environment. This is a demanding role, but one where you will have the opportunity to shape the future of the school. Presently the School is in the early stages of the School Rebuilding Programme and the successful applicant will perform a significant role in supporting the development of the plans of the new building, thereby offering a wonderful and unique professional development opportunity.

To apply for this post, please complete the School Application Form and the Equality Opportunity Form together with your letter of application. This should be no more than 2 sides of typed A4 and detail how your knowledge and experience to date meet the requirements of this demanding Job Description and Person Specification.

If you feel you have the qualities to contribute to such a community then I hope the information enclosed and, on the website, encourages you to apply to what is, I believe, a lovely school with a special group of staff and young people.

Yours sincerely,

A handwritten signature in black ink that reads "Michael Mullins". The signature is written in a cursive style with a long horizontal flourish at the end.

Michael Mullins.

Headteacher.

**Headteacher: Mr M. Mullins BA, NPQH**

Stretford Grammar School, Granby Road, Stretford, Manchester M32 8JB

Tel: 0161 865 2293 Fax: 0161 866 9938 e: [admin@stretfordgrammar.com](mailto:admin@stretfordgrammar.com)  
[www.stretfordgrammar.com](http://www.stretfordgrammar.com)