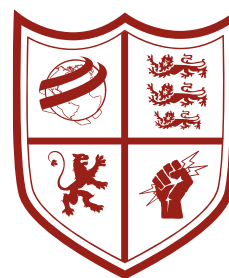


Our ref : HA/BX/EH

24th April 2026



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

Dear Colleague,

**RE: School Business Manager Vacancy**

Thank you for your interest in the advertised post.

Stretford Grammar School is a vibrant, co-educational Foundation Grammar School where ambition and kindness go hand in hand. Our students are not only academically driven but also demonstrate exceptional care and respect for one another and the wider community. This ethos is consistently recognised in our Ofsted reports and by visitors, who often comment on the welcoming, purposeful, and respectful atmosphere that defines our school.

At the heart of our community are the values of courtesy, respect, and inclusion. We celebrate diversity and believe that every individual brings unique strengths and perspectives that enrich our school. Our most recent Ofsted Inspection (March 2024) described Stretford Grammar School as “an inspirational place to learn. Pupils flourish in this warm and welcoming learning environment”. We are proud of this, and we work tirelessly to ensure that every student feels valued and supported to achieve their very best.

We place great importance on providing a broad and balanced education, offering opportunities that develop life skills, leadership potential, and strong links with the wider community. Our aim is that every student experiences success - whether academically or through the many extra-curricular opportunities available.

We are fortunate to have supportive parents and a committed Governing Body who share our belief that every child should have the chance to follow their dreams. The successful applicant will be an experienced and inspirational leader with a deep commitment to safeguarding, attendance, and behaviour. You will be passionate about making a difference to the lives of young people and ensuring that every student feels safe, included, and able to thrive.

As part of the Senior Leadership Team, you will play a pivotal role in shaping a culture of care and high expectations across the school. This is a demanding role, but one that offers the opportunity to influence policy and practice, ensuring that safeguarding and wellbeing are at the heart of everything we do. You will join a Senior Leadership Team that values collaboration, supports staff wellbeing, and celebrates diversity in all its forms.

We welcome applications from candidates of all backgrounds and experiences. We are developing a new Staff Voice Forum focused on equity and inclusion, and we warmly invite colleagues who are interested in contributing to this important work. We therefore welcome applicants who will bring fresh perspectives, challenge us thoughtfully, and enrich our culture as we continue to learn and grow as a school. If you share

our vision of an inclusive, nurturing, and high-achieving community, we would be delighted to hear from you.

To apply, please complete the School Application Form and Equality Opportunity Form, along with a letter of application (no more than two sides of A4) detailing how your knowledge and experience meet the requirements of the Job Description and Person Specification and how you would develop this important role.

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

Yours sincerely,

A handwritten signature in black ink, appearing to read 'H Almond', written in a cursive style.

Mr H Almond  
Chair of Governors