

Tongue Lane, Leeds LS6 4QE

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Headteacher: Mr D Kelly BA (Hons) NPQH



September 2023

Dear Candidate

### **Assistant School Business Manager**

Thank you for your interest in working at our school. I hope that the information below will help to give you a good understanding of the school and our values and that you can see yourself contributing to our continued success.

Cardinal Heenan Catholic High School is a very successful 11-16 school in Leeds. We are heavily oversubscribed in applications each year demonstrating our place in the wider community. Our students come from across North Leeds, attracting a diverse range of socio-economic backgrounds – we are proud to be a truly comprehensive Catholic school. At Cardinal Heenan we have a strong focus on the personal development of all of our students and encourage in everyone a desire to achieve to their full potential in all areas of school life - spiritual, academic, creative, physical and emotional. Whilst valuing academic excellence through strong academic, vocational and extra-curricular programmes, it is equally important to us that students are able to develop into well-rounded, happy, capable, tolerant, compassionate people who recognise their self-worth and strive to be the best person that they can be.

The successful candidate will work with in strong team of diverse and committed specialist practitioners with a wide variety of levels of experience who collaborate and support one another.

You will be joining a school that has a happy, friendly and committed staff, where each member of staff is supported and encouraged to develop professionally. We have excellent links with our local schools and work well together to support the education of the young people in Leeds. We have particular links with the Catholic schools, colleges and university in Leeds and have a commitment to develop collaborative working through such networks. Our school is a happy and enjoyable place to work. Colleagues at all levels are supportive and students are well behaved.

I hope that this has given you a brief insight into our school community, but please visit our website for further details of what our school offers with links to our Ofsted report, Diocese of Leeds report and school prospectus. If, following your research, you have any questions about our school, please contact Angela Fieldhouse (afe@cardinalheenan.com).

**Applications should be emailed to: [recruitment@cardinalheenan.com](mailto:recruitment@cardinalheenan.com) by 9am on 9 October 2023.**

Thank you once again for taking the time to apply for this post and good luck.

Yours faithfully

Mr D Kelly  
Headteacher

