



Dear Applicant

Thank you for your interest in the advertised post of Office/Finance Manager at Rigby Hall School.

Rigby Hall is a mixed community day special school catering for students aged 4-19 who have a learning disability as their primary difficulty, many of who also have associated sensory or communication difficulties. Over the past few years, the difficulties our pupils are displaying are more complex in terms of behaviours and the severity of these.

The pupils' attainment on entry to the school is well below age-related expectations. Pupils are placed at the school with an Education, Health and Care Plan (EHCP). Pupils are referred from across the age range coming from mainstream nurseries, first, middle and high schools. Some pupils are referred from assessment nurseries.

There has been a gradual increase in the number of pupils diagnosed with ASD/sensory and communication difficulties. We do have a small number of students who are nonverbal.

The school is situated on the eastern outskirts of Bromsgrove near to the town railway station and is readily accessible from the M5 and M42 motorways.

Governors, Senior Leaders and Staff have a clear vision of our future. Our vision builds on our strengths and encompasses the development of a cohesive special school; confident, vibrant, outward looking with active mainstream staff/pupil links, responsive to changes in the educational environment and offering children and parents a positive choice. Expertise of our staff and continuous training, ensures high quality learning experiences and opportunities for our pupils.

Please see our website for further information about the school and what we offer.

Rigby Hall is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to an enhanced DBS check.

**Closing date for applications:**

**Closing date for applications: Noon, February 27th, 2026, although we reserve the right to close the vacancy early should sufficient applications be received.**

**Interviews:**

**To be advised.**