



# Totley Primary School

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Headteacher: Ben Paxman BA (Hons) PGCE  
Assistant Headteacher: Mr M Barnes, LLB, PGCE  
Assistant Headteacher: Mrs C Corrin, BSc (Hons), PGCE  
Assistant Headteacher: Mr C Atkinson, BA (Hons)

Monday 26<sup>th</sup> November 2018

Dear parents and carers,

I would like to inform you of an upcoming change in our school admin team. Mrs Fetch, our school manager, has been part of the staff team here at Totley for 13 years. She works tirelessly behind the scenes to ensure that school runs smoothly and I honestly couldn't do my job without her!

Mrs Fetch has decided that she would like to scale back her hours after Christmas and work for 3 days per week. This will allow her to spend more time with her gorgeous grandson.

An advert has just gone out for a school manager job share vacancy to be Mrs Fetch's 'other half' on the Sheffield City Council website. This is for 2 ½ days per week, which would allow for half a day to work alongside each other and handover key information.

All the documentation linked to the post is on our school website and the closing date for applications is Friday 30<sup>th</sup> November, 2018.

Yours sincerely,

Ben Paxman

