

May 2019

Dear Applicant

Re: Vacancy for Finance Manager

Thank you for your request for information regarding this recently advertised post. I hope you find the information on our website useful. If you have any queries, please do not hesitate to contact the school.

The vacancy has become available following promotion within the education sector of the current post holder. The role is part time, working 21 hours per week – we are happy to be flexible with the specific days and this will be agreed with the successful applicant – an ideal spread being Monday, Wednesday & Friday. The post is a full year role, with holidays taken by agreement, which will include two weeks over Christmas.

The finance department is based at our Southbourne site and consists of a Senior Finance Officer, and two Finance Assistants. The successful applicant will be offered training where required.

St Peters is a Catholic school with a strong Christian ethos which underpins all we do. We are also an Academy jointly sponsored by the Catholic Diocese of Portsmouth and the De La Salle Order – an international organisation which has been running schools for over 300 years.

The school consists of two sites, with Primary accommodated at Iford and Years 7 to 13 at Southbourne. It is a school with a tradition of success, oversubscribed every year and benefitting from a deservedly positive reputation in the local community. Relationships with families are affirming and constructive, with parents and carers keen to support the school and the children's learning.

We are not a complacent community; all staff are keen to learn and improve, developing pedagogy through research, shared practice and innovation.

Visits to the school are welcomed by contacting Mrs Joy our HR Officer using the email address below. Should you wish to apply, please complete the application form and documentation which can be downloaded from our website – <http://st-peters.bournemouth.sch.uk/staff-vacancies/> Applications should be sent to our Southbourne address below for the attention of Mrs Joy, HR Officer or via email to supportstaff@st-peters.bournemouth.sch.uk. The closing date for applications is by **12pm (noon) on Wednesday 29th May, 2019**. I am anticipating that interviews will take place on **Tuesday 11th June**. If you are invited to attend for interview, applicants will be requested to complete a number of tasks plus the opportunity to meet the existing finance team, so please set aside the whole day.

If, you do not receive a telephone call or email from us inviting you for an interview by Thursday 6th June, please assume that on this occasion your application was not successful. However, I would like to thank you for your interest in St Peter's School.

I look forward to receiving your application.

Yours sincerely



Mr D J Todd
Headteacher

Becoming the best we can be