



POST OF FINANCE AND ADMIN OFFICER N5 (PART-TIME, 21 HOURS) REQUIRED FOR JANUARY 2017

MILECASTLE PRIMARY SCHOOL

Information for applicants

Thank you for your interest in the above post. With this information you will also find:

- an application form which should be completed and returned to school by the closing date of Friday 2 December 2016. You should complete the form in full. A letter containing any additional information may also be submitted but is not essential.
- a safe recruitment form which should be completed and returned to school by the closing date of Friday 2 December 2016.
- a job description and person specification for the post. The person spec should be referred to when completing the application.

Shortlisting and interviews will be arranged as soon as possible after the closing date. Successful shortlisted candidates should have been contacted no later Friday 9 December.

This is a term-time only post and the applicant will be expected to work 3 training days per year. The post is part time with the applicant working from 8.30 am until 3.30 pm Monday - Wednesday (21 hours). On the first two days he/she will have sole responsibility for the work of the school office. Wednesdays will be worked alongside the existing Finance and Admin Officer.

The school is strongly committed to safeguarding and promoting the welfare of children and young people. The successful applicant will be required to obtain an Enhanced Certificate of Disclosure from the DBS and a range of other recruitment checks.

As the post involves working with children or dealing with sensitive information, written references will be taken up and made available to interviewers before the final selection stage, even if you indicate otherwise.

I look forward to receiving your completed application.

L. Rae,

Headteacher