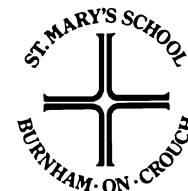




St. Mary's C. of E. Primary School

Marsh Road
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Essex CM0 8LZ
Telephone: (01621) 782626



e-mail: admin@st-marys-burnham.essex.sch.uk
www.stmarysschoolburnham.org.uk

Headteacher : Mrs. G. Denham-Hale B Ed (Hons) MA

25th November 2020

Finance Manager

Start date: 4th January 2021

Dear Applicant,

Thank you for expressing an interest in the post of Finance Manager at this school. Please also read the job description and person specification for further details of the role.

Hours

The position will be for 20 hours per week, from Monday to Wednesday during term time. In addition there will be 9 extra days to be worked on INSET days and during school holidays spread throughout the year.

Grade/Salary

The post will be offered on Local Government Services (LGS) Scale 6 Points 12-17. The annual salary will be approximately £10,739-£11,857 and will be divided equally into 12 monthly payments.

Medical Clearance

Candidates are required to satisfy the Authority as to their physical fitness for the post.

Asylum and Immigration Act

Under the Asylum and Immigration Act we are required to ensure that all our employees have leave to enter and remain in the U.K. and are not subject to a condition precluding them from taking up employment.

Safeguarding Children

The Governing Body is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. The post you have applied for is subject to an Enhanced Disclosure and Barring Service check.

References

References will be taken up prior to interview.

Non Smoking Policy

St. Mary's operates a non-smoking policy at all times.

Remote meetings prior to application

We warmly welcome you to contact us to arrange a remote meeting before you apply for the post. This will enable you to ask questions and gain a clear idea of what the post entails. We would normally welcome you into the school, but this is not, of course, possible at the moment due to coronavirus. Please contact the Office Manager, Lisa Bird, should you wish to arrange a remote meeting.

Shortlisting and Interviews

The closing date for applications is Tuesday 8th December at midnight. Shortlisting will take place on Wednesday 9th December, with interviews planned for Monday 14th December. Please note that only those candidates who have been selected for interview will be contacted by the school. The interviews will take place using Zoom.

I look forward to hearing from you and, hopefully, receiving your application. If you have any further questions please telephone the school and we will be happy to assist.

Yours sincerely,

Mrs. G. Denham-Hale
Headteacher

