

# Moordown St John's CE Primary School

Vacancies	<b>Finance Manager, 15 hours per week</b>	
Salary	Grade 9, points 31 - 34	
Type of Contract	Permanent	To start as soon as possible

Moordown St John's is a popular Church of England Primary School in Bournemouth where children are happy, and staff are committed to improving standards and providing exciting purposeful learning experiences for all children.

The Directors are seeking to appoint a Finance Manager with vision who can work with the Senior Leadership Team and Board of Directors to further develop the school.

The successful applicant will lead the financial management of the school by:

- making best use of resources through effective strategic planning
- contributing to the development and implementation of the strategic school development plan
- providing strategic and operational financial management
- ensuring compliance with health and safety legislation and UK GDPR
- maintaining school accounts and day-to-day financial management
- preparing for internal and external audits
- termly reporting to the Board of Directors

The post is for 15 hours per week – there is some flexibility as to how these hours will be arranged. The successful applicant will work term time plus INSET days and an additional 2 weeks of holiday working.

Our school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Rigorous checks will be made of the successful applicants' background credentials including enhanced DBS checks.

Application packs may be downloaded from the school website or are available from the School Office either by collection or by sending a large stamped addressed envelope (with large letter stamp attached) to the school address (see below)

This School values the diversity of our workforce and welcomes applications from all sectors of the community.

This School is committed to safeguarding, preventing radicalisation and promoting the welfare of children and expects all staff to share this commitment. If successful, you will be required to undergo vigorous pre-employment checks including Enhanced DBS clearance in line with the Government's safer recruitment guidelines.

This role is UK based and your Right to Work will need to be established as part of the appointment process.

*This post is exempt from the Rehabilitation of Offenders Act (ROA) 1974. The amendments to the ROA 1974 (Exceptions Order 1975, (2013 and 2020)) provide that when applying for certain jobs and activities, certain spent convictions and cautions are 'protected', so they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. The MOJ's guidance on the Rehabilitation of Offenders Act 1974 and the Exceptions Order 1975, provides information about which convictions must be declared during job applications and related exceptions and further information about filtering offences can be found in the DBS filtering guide.*

*The School will conduct online searches of shortlisted candidates. This check will be part of a safeguarding check, and the search will purely be based on whether an individual is suitable to work with children. All aspects of social media and internet searches will be conducted. As care must be taken to avoid unconscious bias and any risk of discrimination, a person who will not on the*

*appointment panel will conduct the searches and will only share information if and when findings are relevant and of concern.*

For further information please contact	Nicky Armstrong
Address	Moordown St John's CE Primary School Vicarage Road, BOURNEMOUTH BH9 2SA
Telephone	01202 527683
Email	<a href="mailto:n.armstrong@st-johns.bournemouth.sch.uk">n.armstrong@st-johns.bournemouth.sch.uk</a>
School website	<a href="http://www.st-johns.bournemouth.sch.uk">www.st-johns.bournemouth.sch.uk</a>
Closing date for first round of applications	23:59 hours on Wednesday 28 September 2022
Provisional interview date for first round	Tuesday 4 October 2022