

MOORDOWN ST. JOHN'S CHURCH OF ENGLAND PRIMARY SCHOOL

A Christian community where commitment to educational excellence changes lives



Sept/Oct 2022

Dear Applicant

SCHOOL FINANCE MANAGER: 15 HOURS PER WEEK

Thank you for your interest in the Finance Manager position at this School.

This post, which is for 15 hours per week, is offered on a permanent contract starting as soon as possible. There is some flexibility as to how the hours will be arranged. The successful applicant will work term time plus INSET days and 2 weeks during school holidays.

Please find enclosed the Job Description, Person Specification and Application Form in respect of the posts. Also enclosed are the following documents, which I hope you will find of interest:

- Privacy Notice for Job Applicants
- Safeguarding/Child Protection (including Safer Recruitment) policy
- Equality policy

You are also encouraged to read Keeping Children Safe in Education 2022, which is available from the Key Information (Safeguarding) section of our website.

**The closing date for the first round of applications will be
23.59 on Wednesday 28 September 2022.**

Interviews are scheduled to take place in school on Tuesday 4 October 2022.

Once again, thank you for your interest ~ I look forward to hearing from you.

In the meantime, please familiarise yourself with our additional recruitment information shown overleaf.

Yours sincerely

Acting Headteacher

Headteacher:
Mrs G Angiolini
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P.G.C.E.

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Please turn over for further recruitment information



Additional Recruitment Information

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

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

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.

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

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.