

From The Human Resources Manager  
Debbie Pender

Tel: 01743 280983

Fax: 01743 272094

E-mail: [dpender@shrewsbury.org.uk](mailto:dpender@shrewsbury.org.uk)



Shrewsbury School

The Schools  
Shrewsbury  
SY3 7BA

School Switchboard  
01743 280500

School Fax  
01743 243107

**PRIVATE & CONFIDENTIAL**

**TO ALL APPLICANTS**

Dear Sir/Madam

re: **FINANCE ASSISTANT**

Thank you for your interest in the above position.

Please find enclosed a full application pack, which is also available to download from our website at [www.shrewsbury.org.uk/page/job-vacancies](http://www.shrewsbury.org.uk/page/job-vacancies):-

- Job Description and Person Specification;
- Recruitment Notes for job applicants;
- Application form.

Please note that should you complete the application form you may find the applicant guidance notes useful in detailing your experience against certain criteria.

Please ensure that you complete and return the enclosed equal opportunities recruitment monitoring form. This information will be detached from your application form and is not seen by anyone involved within the recruitment process.

The post will involve working with children and is exempt from the Rehabilitation of Offenders Act 1974. All successful applicants will be subject to a Disclosure & Barring Service (DBS) Certificate before the appointment is confirmed. Further details will be forwarded to successful applicants.

The closing date for completed applications is **12 noon, Monday 12<sup>th</sup> December 2016**.  
Interviews to be held on **Thursday 15<sup>th</sup> December 2016**.

If you require any further information on this vacancy please do not hesitate to contact me on 01743 280 834 or [humanresources@shrewsbury.org.uk](mailto:humanresources@shrewsbury.org.uk).

Yours faithfully

Natasha Davies  
Human Resources Co-ordinator