

8th June 2017



Dear Applicant

Thank you for your interest in Farringtons School. The post available is for a **Finance Administrator (Billing and Credit Control)**. You will be employed to work a 35 hour week all year round. Normal hours will be Monday to Friday 9.00am – 5.00pm.

We are looking for an enthusiastic, qualified and highly motivated finance administrator. There is a vibrant spirit of teamwork and co-operation within the school, and we are looking for a “can do” person who works both collaboratively and positively.

The core purpose of the role is to provide an effective and efficient financial service for the School. The successful candidate will be organised, reliable and have experience of working as part of a team.

In your supporting statement please include the following points:

1. Your experience to date
2. What you can offer Farringtons School

Farringtons School is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and enhanced disclosure through the Disclosure & Barring Service.

If you would like any further information please do not hesitate to contact me. You may like to look at our website www.farringtons.org.uk as a further source of information. Completed applications can be returned by e-mail to recruitment@farringtons.kent.sch.uk. Closing date for applications is 9am on Wednesday 21st June 2017.

I look forward to receiving your application.

Yours sincerely

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Head

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