



Dear Potential Candidates,

It is with great pleasure that I extend a warm welcome to you as you consider the Finance Manager position which is to be based at Notre Dame. We are seeking to appoint an ambitious leader to play a key role in driving forward high standards of finance management.

Notre Dame is a Catholic school with a strong ethos at its heart. All staff are expected to uphold this ethos, and demonstrate a commitment to ensuring that all students have access to high quality education in a loving and safe environment. Our school has a strong tradition of academic excellence, personal development and community service. We are proud of our commitment to providing an exceptional education for all of our students.

We are:

- A school that follows the legacy left behind by St Julie, who founded the Order of the Sisters of Notre Dame. Therefore, we teach the students '*whatever is necessary for life*'.
- Determined to deliver outstanding education for all our students.
- A school based on enjoyment of learning, where learners are enthusiastic, ambitious, resilient and confident.
- A school based on a belief in the potential for all, where every individual is supported and inspired to achieve to the very best of their abilities.
- A school that provides a broad and engaging learning experience, personalised to meet the needs and interests of all our students.

We believe that in our work we can make a real difference to the lives of all students and particularly those who face additional barriers. We are a caring community, fully committed to supporting students and staff, alike. Our curriculum is designed to allow all students to thrive; so that students feel safe, respected and successful in their learning, leaving prepared for the next stage of their journey.

We believe that education is about more than just academic achievement. We are committed to developing well-rounded compassionate, and responsible young adults who are equipped to make a positive contribution to society for the common good of all.

We believe in high quality professional development as the primary means to maintain and improve the quality of education for students. We are committed to inclusivity, meeting each person where they are, and respecting the dignity of every individual. This means that strong excellent relationships are at the heart of everything we do. We believe in the importance of strong teams, who work effectively collaboratively to deliver outstanding education from Year 7 to Year 13.

You will be an excellent communicator and team player, with the ability to inspire and motivate others. You will also have a strong commitment to the ethos and values of the school, and to the wider community we serve.



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You will be supported in your role by the Director of Business who has strategic oversight for this area. Specific training and development for the role will be available as appropriate.

If you are interested in joining our team, I encourage you to apply for this exciting and rewarding position. Notre Dame is a wonderful place to work, and I am confident that you will find it to be a supportive and welcoming community where you can thrive and make a real difference to the lives of our young people and the wider community that the school serves.

Thank you for considering this opportunity, and I look forward to hearing from you soon.

Yours sincerely,

Deirdre Cleary

Headteacher, Notre Dame High School

