|  |  |
| --- | --- |
|  | Abbot Road Kirk Hallam Ilkeston Derbyshire DE7 4HX**Tel: 0115 932 2896****Fax: 0115 850 8740****Headteacher: Mrs J McCarthy**Website: [www.st-johnhoughton.derbyshire.sch.uk](http://www.st-johnhoughton.derbyshire.sch.uk)Email: admin@st-johnhoughton.derbyshire.sch.uk  |

October 2017

Dear Applicant

**Finance Clerk**

**Fixed Term to 30 September 2018 (with possibility of an extension)**

**Required as soon as possible**

Thank you for your interest in the post of Finance Clerk. As the Headteacher of Saint John Houghton Catholic Voluntary Academy I am looking for the right candidate to join us in this key area. We have included below further information about the post, the school, and job description and person specification for your information.

The successful candidate will join the busy Finance Department in our successful and popular Academy.

We hope that having read through the information included, you will have a sense of our school community and feel inspired to apply for this post. If so, please complete and sign all three of the following forms which are available from the foot of the Vacancy Section on our school website as detailed in the Advert.

1. Support Staff Application form
2. Rehabilitation of Offenders Act Form
3. Recruitment Monitoring Form

Please send these completed forms, **together with a covering letter of application of no more than 500 words** in which you are asked to outline your suitability for this post.

Please return your completed application forms to our Human Resources Department, marked “Finance Clerk” by midday on Monday 16 October 2017.

I look forward to hearing from you.

Yours sincerely

 **

**Mrs J McCarthy**

**Headteacher**

**Saint Robert Lawrence Catholic Academy Trust**A Company Limited by Guarantee and registered in England and Wales. Company Number 7937154

**Diocesan Inspection OUTSTANDING**
October 2013

**Our Mission Statement**

Saint John Houghton Catholic Voluntary Academy opened as The Blessed John Houghton Catholic School in 1965 offering a Christian education, where prayer, worship and liturgy are integral parts of our daily life.

We aspire:

* To be recognised for the quality of care extended to all associated with us and to respect each person's dignity and uniqueness;
* To make the faith life of the school inform and affect work in all areas of the curriculum;
* To be a 'family', embracing home and parish, with an awareness of its responsibilities to both local and worldwide communities;
* To establish a whole curriculum which will balance the highest academic standards with the life skills and critical awareness necessary to enable all students to reach their full potential and to respond to the needs of society.

**About Our Academy**

Our Academy is part of the Saint Robert Lawrence Catholic Academy Trust in the Diocese of Nottingham and Derbyshire LA area, close to the cities of Nottingham and Derby. The school is popular and there are approximately 670 students on roll. The majority of students come from Catholic feeder schools in Ilkeston, Eastwood and Long Eaton and some from Derby. We are International School award winners and have also achieved some success in the Church Schools Award scheme. We are also a Fairtrade School and have well established links with both CAFOD and Street Child Africa.

Saint John Houghton is a wonderful school for teachers, support staff and learners. We are rooted in a rich local tradition and celebrate our heritage each year by participating in the Beauvale Pilgrimage. We are also forward looking and constantly seeking to develop all aspects of provision and experience for our students. We provide an outstanding curriculum, one which is carefully planned and consistently reviewed to meet the needs of the all our students. Our staff are passionate about our school community and committed to the growth and development of all colleagues and students. The students enjoy academic challenge and appreciate positive relationships with their teachers. They are reflective learners and engage wholeheartedly with the broader aspects of school life in relation to, for example, social justice issues and service towards others. We are a welcoming and happy community and the work of all members of our school community is founded in the context of the School Mission Statement.

At Saint John Houghton we prepare our students for the modern world and in the words of our school prayer, we pray that students will have “*the fortitude to follow your Son, Jesus, amid the mayhem of our often chaotic world*.” Our school motto, Garde ta Foi means ‘Keep your Faith’. We aim to give our students the skills and faith to face the challenges of 21st Century living.