



HR/23-24/Recruit/Finance

14 May 2024

Dear Applicant,

Finance Manager

Thank you for requesting further information about our vacancy.
With this letter please find available to download:

- Information about the post
- An application form

If you wish to apply, and I hope you will, please complete the application form and add a short statement in support of your application (1-2 sides of A4) in the additional information section of the application form, or on a separate sheet. We will be using the person specification and job description both in our short-listing and the appointment, so please ensure you address the different points somewhere in your form or your statement. The completed application form should be either submitted online, returned to the school addressed to the Headteacher or emailed to hr@parkhighstanmore.org.uk.

The closing date for applications is Friday 24th May 2024 at 9am. An early application is advised as we reserve the right to close the vacancy early if sufficient suitable applications are received. Please note that it is standard practice for an enhanced DBS (Disclosure and Barring Service) clearance to be obtained for all staff.

If you have any questions about the post or would like to visit the school, please do not hesitate to contact Minie Dhamu, Chief Finance Officer on the school number.

At Park High we are highly supportive of our staff. We want everyone to be successful and to gain satisfaction from their work. Our designation as a National Teaching School is in recognition of our investment in all our staff and students and, if you join us, you will benefit from all that our alliance can offer in terms of support and career development.

I look forward to receiving your application.

Yours sincerely,

Mrs C O'Dwyer
Headteacher

Headteacher Mrs Colette O'Dwyer
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Park High School is a company limited by guarantee registered in England and Wales with registered number 7689613
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