July 2019

Dear Sir/Madam

Thank you for your interest in the position of:

**Assistant Finance Manager**

St John’s is a Catholic School which is oversubscribed in every year group, with an expanding Sixth Form.

Enclosed you will find further information relating to the school in general plus a job description and person specification. The completed application form and supporting letter outlining the reasons why you wish to work in St John’s, what you could bring to the post, and the experience and attributes that prepare you to take on the above role, should be returned to school by the deadline for applications**: Friday, 26 July 2019 at 9.30 am.**

Please note if you do not hear from us after the closing date for applications, you should presume you have been unsuccessful on this occasion.

If you are shortlisted for interview, please bring evidence of qualifications. St John's is committed to safeguarding and promoting the welfare of children and young people and rigorous Child Protection Procedures are in place. Appointments will be subject to an enhanced DBS check and a pre-employment health declaration form.

Yours sincerely

**Lisa Byron**

Headteacher