



The Robert Carre Trust

Northgate, Sleaford, Lincolnshire, NG34 7DD

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March 2019

Dear Candidate

Finance Administrator

37 hours per week, 42 weeks per year

Salary (£21,589-23,836 paid *pro rata*)

Thank you for showing an interest in this post.

The Robert Carre Trust came into being on 1 September 2015, as Carre's Grammar School formed a Multi Academy Trust and was joined by Kesteven and Sleaford High School (KSHS). The formation of the Trust creates an excellent opportunity for successive generations of young people in Sleaford, as working together will improve both choices and opportunities for everyone in the town and beyond. This arrangement, initially between the two schools but expected to widen into the surrounding community, aims to give benefits to the young people of Sleaford and its surrounding areas by being able to offer the best features from both schools in terms of high quality teaching and learning, leadership, administration and governance. The two schools operate on their two current sites, sharing facilities, leadership and staff where beneficial.

The academic achievements of the two schools within the Robert Carre Trust speak for themselves, having been recognised as being in the top 200 schools in the country based on performance in the last three academic years, with many of our students going to Russell Group Universities, including Oxford and Cambridge. Our achievements in Sport and Music and other activities are also outstanding. The friendly, cheerful atmosphere of the schools help our students enjoy learning and, as they grow into young men and women, we enable them to take increasing responsibility for themselves and others around them.

To the right candidate, this post will be an extremely rewarding experience, an opportunity to really make a difference and be part of the Finance team as it moves into the next exciting phase of its development. I hope that having read the information and looked at the information on the website, you will decide that the Robert Carre Trust is right for you and that you will make an application. To do so, please submit the application form and a letter of no more than 2 sides of A4 in which you should cover:

- Skills and knowledge that you would bring to this role
- Why this particular post would suit you
- How you would help to move the team forward

We will be looking for evidence which demonstrates how you meet the criteria in the person specification, so you should include sufficient evidence and examples to show that you meet the requirements.

Completed applications should be in school no later than midday on Friday 5 April 2019.

Interviews will be held on Monday 15 April 2019.

If you would like further information about the post or an informal discussion, please contact Mr Jeremy Green (Director of Finance, Administration and Resources).

You are warmly invited to visit our schools. Please call Julie Body (PA to Executive Headteacher, Carre's Grammar School) on 01529 302181 to book a visit.

Yours faithfully

A handwritten signature in black ink, appearing to read 'N M Law', with a small flourish at the end.

N M Law
Executive Headteacher