

Formby High School

'Determined to Achieve'



Headteacher:
Mr D A Mackenzie
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Formby High School is a heavily oversubscribed 11-19 mixed comprehensive academy with 1,100 students (including over 260 in the Sixth Form). The school's mission statement "Determined to achieve" is central to our vision for all aspects of school life, in and out of the classroom, and across the community. The school employs over 115 dedicated and highly effective teaching and support staff who work closely with parents to achieve the best possible outcomes for our students.

Formby High School is committed to safeguarding and promoting the welfare of its young people. The successful applicant will be subject to a DBS check at an enhanced level and personal details will be cross-referenced in line with the school's Safer Recruitment Procedures.

Required to start as soon as possible

Finance Manager

Part time, 22 hours across 3 days

Term time only

Fixed Term

Salary: £35,000 to £40,000 pro rata

We are seeking an outstanding individual who has an exceptional track record of establishing and refining highly effective financial systems. You will be a qualified accountant or finance specialist, with excellent management and interpersonal skills. Experience of working within schools may be beneficial but is not essential.

The successful candidates will have excellent communication skills, together with a self-motivated approach and the ability to manage their own daily workload. They will be hard-working, have an eye for detail and have a friendly, outgoing nature. Integrity, honesty and transparency are at our core and must be at yours.

To apply:

- Apply by using the TES application process
- For further information contact Lisa Kelly, HR Officer on 01704 873100 option 5 or email l.kelly@formbyhighschool.com
- All applications must be received by 9:00am on 14 February 2019
- Final selection w/c 4 March 2019





January 2019

Dear Applicant

Finance Manager
Commencing as soon as possible

Thank you for your interest in the position of Finance Manager. Formby High School is a thriving community comprising engaged students, supportive parents and Governors, and experienced and very willing staff. To find further information, I would encourage you to browse our website. You are also very welcome to visit the school in advance of submitting an application.

Formby High School is committed to safeguarding and promoting the welfare of its young people. The successful applicant will need to be DBS (Disclosure and Barring Service) checked to Enhanced level and personal details will be cross-referenced in line with the school's Safeguarding Policy.

If you decide to proceed, please complete the TES online application and within your supporting statement include the following:

- your reasons for applying for the position and suitability for the role
- what you will bring to this position if appointed.

All applications must be received by 9:00am on 14 February 2019. The final selection process will take place week commencing 4 March 2019. Applicants called for final selection will be informed by telephone as soon as possible after shortlisting has taken place.

Candidates called for final selection will receive a detailed programme on their arrival, which will include a tour of the school, a written task, a group task and formal interview. Following the tasks, we will select those candidates called for the formal interview.

The decision of the appointment panel (members of the Senior Leadership Team and a Governor) will be informed by the following:

- application form
- results of the tasks
- performance during formal interview

I look forward to receiving your application.

Yours sincerely

D A Mackenzie
Headteacher