



## Hardenhuish School

A High Performing Academy

March 2021

Dear Applicant

Thank you for the interest you have shown in our vacancy for a **Finance Officer** here at Hardenhuish School.

This is an exciting opportunity for an efficient and highly organised Finance Officer to support our busy Finance Department. The successful candidate will be responsible for undertaking a range of financial responsibilities, will ideally have previously worked within an accounts environment and hold relevant qualifications. Experience in an education setting would be advantageous, although not essential. The ability to multi-task and work under pressure is essential. This position is permanent, 37 hours per week completed on an all year-round basis.

Should you wish to discuss this role please contact our friendly HR Manager, Heather Baker who can be contacted on the school telephone number or via her email address [hjb@hardenhuish.wilts.sch.uk](mailto:hjb@hardenhuish.wilts.sch.uk). Please send your completed application and equal opportunities forms to Human Resources at [hr@hardenhuish.wilts.sch.uk](mailto:hr@hardenhuish.wilts.sch.uk). All information provided on your application form will be stored, processed and shared in accordance with our Data Protection Policy which is available on our website.

Hardenhuish School is committed to safeguarding and protecting the welfare of children and young people and, as such, has robust safeguarding policies and procedures. We expect all staff and volunteers to share this commitment and our application pack includes the School's Safeguarding Child Protection Policy with Handbook.

The closing date for this post is **8.30am on Wednesday, 5 May 2021** with interviews being held within a fortnight of the closing date. If you have not heard from us within this time frame, I am afraid that on this occasion your application has been unsuccessful. Unfortunately, due to the high response rate that we receive for posts such as these, we are unable to offer feedback on individual applications which are not shortlisted for interview.

Thank you again for your interest in Hardenhuish School and I hope you will pursue your application.

Yours sincerely

*Lisa Percy*

Lisa Percy  
Headteacher