

# RIPLEY ST THOMAS

CHURCH OF ENGLAND ACADEMY

ripleystthomas.com  
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October 2019

Dear Applicant

## Finance Assistant

Thank you for showing interest in the post of Finance Assistant. Ripley St Thomas is a large and successful Church of England academy with over 1700 pupils and over 170 staff. The school is heavily oversubscribed and takes pupils from a very wide catchment area. Ripley has been judged to be outstanding by Ofsted.

The church school ethos underpins our life at Ripley and provides the framework for all we do. We work closely with our local churches and the diocese and have our own school chaplain. Visitors to the school usually comment on two things: the politeness of the children and the warmth of the welcome. We work very hard as a staff to sustain both of these.

We are looking for someone with excellent financial ability and good interpersonal skills. The successful candidate will have experience of financial routines, administration and the ability to work in a busy environment. In return we can promise you great support, wonderful surroundings and very friendly colleagues. This is a part-time permanent position. The hours will be 17.5 per week, term-time only plus one week.

The closing date for applications is Tuesday 5 November 2019 at 12 noon. Applicants selected for interview will be contacted by telephone or email. Unfortunately, we are unable to inform applicants not selected and I thank you now for your interest in the post.

Please ensure you address the post specification in your application. Please complete the application form and submit a typed letter, addressed to me, of no more than two sides of A4, stating why you are applying for the post and how your experience has prepared you for it. Do not attach CVs, as these will be removed prior to considering applications.

Applicants will be subject to DBS clearance to ascertain their suitability to work with children.

I look forward to receiving your application and wish you success.

Yours faithfully

A handwritten signature in black ink, appearing to be 'G Jackson'.

Mrs G Jackson  
Principal

*Believe.....*

Principal Mrs G Jackson  
Chair of Governors Mrs J Garnett

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