Chapel Green School

Wednesday, September 16, 2026

Dear «Initial»

Thank you for showing an interest in the post of part time **Finance Officer/Office Manager** at Chapel Green School.

We are looking for a Finance Officer to work with other administrative staff to assist with management and control of the school's financial resources; together with the planning, allocating and using financial resources in a manner which satisfies the requirements of accountability and financial control.

We are a Complex Needs School for 201 pupils, with moderate, severe or profound learning difficulties between the ages of 3 to 19. All pupils have different learning needs; they learn best when they are happy and excited about learning.

You need to be well organised, with appropriate attention to detail. You will be part of a small team and the use of your own initiative with the ability to respond quickly and calmly will be essential to this job.

You need to demonstrate the ability and commitment to help and support other members of the admin team. You will be employed for 41 weeks of the year. The working hours are as stated in the job description.

For more information, please also consult our website on www.chapelgreenschool.org.uk

Should you be successful, the school is committed to assist and further your professional development and you will take part in our Induction and Performance Management Programme. As part of your induction, you will be allocated a senior teaching assistant as your mentor. Our school provides an in depth and ongoing training programme for all staff and you are expected to participate in all necessary training to maintain and update your skills.

Our school is fully committed to safeguarding children and to this end any appointment will be subject to:-

- Two written references, who will be asked to comment on your suitability for working with our pupils. One of your references must be from your most recent/last employer and you are advised to seek referees from two different settings; one may be a character reference. Due to the unusual and unprecedented circumstances we are facing with Covid-19 there is a possibility that we will ask for an additional reference, this is to ensure that our Safeguarding practice is of a high standard.
- An enhanced DBS check. The further responsibility to maintain the DBS update on an annual basis lies with the employee and you will be required to maintain your DBS update service while you are employed at our school.
- Evidence of your qualifications.
- Proof of Identity.

I hope you find the information attached useful.

Closing date for this position is **Wednesday 21st October 2026 @ 12 noon.** Please send your application for the attention of Mrs Sue Peacock at Chapel Green School. Please be advised that all applications should be completed electronically. Interviews will be held **Wednesday 4th November 2026.**

Please do not hesitate to contact me if you require any further information.

Yours sincerely

Mrs Emily Severn
Headteacher

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