



Learn Achieve Enjoy
5th April 2019

Sandling Primary School

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Dear Applicant,

Finance Officer Vacancy

Thank you for your interest in our Finance Officer vacancy. I hope that you find the job description attached useful in explaining the role. Please feel free to call me to ask any further questions.

The post is for 28 hours per week and is paid at Kent Range 3 (this is £17,365 pa full time equivalent).

The current hours are 8.30 to 4.30, 4 days a week (with Thursday as a day off), we do have a small amount of flexibility with the hours.

We are looking for the successful applicant to start work as soon as possible. If you feel that this job is for you, please apply online via Kent Teach. The closing date for applications is 9am on Thursday 25th April, we intend to schedule interviews for Wednesday 1st May. All appointments are subject to a DBS check as part of our safeguarding procedures.

Yours sincerely,

Pat Jackson (Mrs)
School Business Manager