



October 2018

Dear Candidate

Thank you for your interest in our Finance Officer vacancy here at Walkwood Church of England Middle School. We have approximately 680 pupils and a financial turnover of around £3 million and we are ideally looking for someone who already has the experience of working in a busy finance office with accounting / book keeping knowledge, excellent administrative skills and great customer service. The job holder will help to promote a pleasant and happy school environment and they will support colleagues to help them deliver an education in which all students are able to fulfil their academic, spiritual, social and cultural potential. Our school ethos has strong values, ensuring that every pupil is cherished as a unique individual, receiving the support and encouragement that is appropriate to their progress and personal needs. Walkwood is a safe, caring and nurturing community.

In March 2017 we underwent a Statutory Inspection of Anglican and Methodist Schools (SIAMS) by the Church of England and were found to be outstanding in all areas. We are extremely pleased with this outcome. The school was also subject to an Ofsted inspection in February of this year, and the report judged the school to be 'good' in all areas.

If you feel you would like to apply for this role and you are able to match the specified criteria, we look forward to hearing from you. Please apply on the application form provided and send your document to recruitment@walkwoodms.worcs.sch.uk by 9.00am on Friday 26 October 2018. Short-listed candidates will be contacted on, or soon after, this date. Please contact me at the school on 01527 543361 (select option 4) if you would like to discuss any aspects of the job.

Thank you very much for your interest in Walkwood Church of England Middle School and I wish you every success in your application.

Yours sincerely

Mrs Heather Wood
Business Manager