



Alleyne's Academy

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office@alleynes.staffs.sch.uk

Headteacher: Ms K Lockett B.A. Hons, M.Ed, NPQH

17 July 2020

Dear Candidate

RE: Director of Business and Finance

Required for January 2021

Full-time/ Permanent/ Term-time plus 2 weeks

£46,564 - £50,427 pro rata

Thank you for your recent enquiry in respect of the above vacancy.

Enclosed/attached is an application form and recruitment pack setting out the duties and responsibilities of the post, which I hope you will find helpful.

If you wish to apply for the post you must complete and return the application form to Mrs M Barnes, P A to Senior Leadership Team via email: office@alleynes.staffs.sch.uk no later than noon on Friday 11th September 2020. Interviews will take place w/c 21st September 2020. If you require any further clarification or information relating to this post please do not hesitate to contact me.

Alleyne's Academy is committed to safeguarding and promoting the welfare of children and young people/ vulnerable adults and expects all staff and volunteers to share this commitment. You can view our Safeguarding Policy at www.alleynesacademy.co.uk

This position is subject to an Enhanced Disclosure and Barring Service check under the Rehabilitation of Offenders Act 1974. Further details regarding this check are available from school or by visiting www.crb.gov.uk.

Yours sincerely,

J Atkinson

Mrs J Atkinson
Business Manager