

Dear Applicant,

**Re: Post of Finance Administrator**

Thank you for your enquiry regarding the Finance Administrator post available at Fountaindale School. This post will involve working within a team of four administration support staff, which provides administration support to Fountaindale Specialist provision school.

Please find enclosed the following documents:

Application Form including guidance notes

Job Description

Person Specification

For details of the school please visit [www.fountaindale.notts.sch.uk](http://www.fountaindale.notts.sch.uk)

If you require any further information or would like to arrange a visits to the school, please contact Anita Buffrey on 01623 792671 to arrange a convenient appointment.

**Closing date:** 20<sup>th</sup> January 2020 at 9am

**How to apply:**

- Email completed applications to [recruitment@fountaindale.notts.sch.uk](mailto:recruitment@fountaindale.notts.sch.uk) no later than the closing date.
- By post to Fountaindale School, Nottingham Road, Mansfield NG18 5BA
- Hand delivered to Fountaindale School Reception.

**Applications received after the closing date will not be considered.**

Thank you for applying for the above post.

Yours sincerely,

Dr. Donna Chambers

Interim Executive Head Teacher

