



Date: As postmark

Dear Candidate,

Thank you for your enquiry regarding the Finance Assistant vacancy at West Hove Infant School.

West Hove Infant School is a very successful and happy school. It is one of the largest infant schools in Brighton and Hove across two sites.

This post will be located at our Connaught Road site. However, you may be asked to attend meetings or work from School Road site as and when necessary. If you are offered the position, as an employee of West Hove Infant School, you may be placed at either site in the future.

Please find enclosed all the information you will need to make your application:

Copy of Advertisement
Job Description and Person Specification
Application Form and guidance notes
Knowledge skills and experience grid

When completing section 5 of the application form – 'Knowledge, skills and experience relevant to the post', please use the grid provided. It is important that you provide evidence for each statement on this form.

The closing date for applications is **Friday 4th October 2019 at 12 noon**. Shortlisting will take place and successful candidates will be contacted thereafter. If you are shortlisted, interviews will be conducted on **Thursday 10th October 2019**. It is not our policy to share why an applicant did not get shortlisted.

West Hove Infant School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and children to share this commitment.

We look forward to receiving your completed application form.

Yours sincerely,

Mrs Wendy Harkness
Headteacher

