

February 2026



**Moor Park  
High School  
and Sixth Form**

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Dear Applicant

**Retention and Recruitment of quality staff is a high priority for our Foundation School. We have reviewed all our support staff pay scale ranges and the starting point and end point have increased.**

Enclosed are the details for the post of Finance Assistant (maternity leave cover). The post is temporary for 12 months or until the return of the current postholder, whichever is sooner.

The role is 30 hours per week (over 5 days), term time plus 10 days (2/3 days during February half term and 7/8 days throughout the summer holidays) and is offered on APT&C Spinal Column Points 10-14 (currently £27,694 to £29,540) pro rata. Therefore, the actual starting salary based on Point 10 would be approximately £19,987.

May I remind you that your application form plays an important part in your selection and is the only basis for considering your initial suitability for the post. **Please ensure you address all the essential requirements listed in the specification in your supporting statement.**

**Evidence of any essential qualifications must be provided at the interview as part of the school's commitment to safer recruitment.**

Applications will only be accepted via the school website. Please note, any other form of application will not be considered. Please do not send CV's or other supporting documentation as these will not be accepted.

**The closing date is Monday 2 March 2026 at 9am with interviews scheduled to take place on Wednesday 11 March 2026. We reserve the right to close this vacancy before the deadline if we receive sufficient applications for the role. Therefore, we encourage you to submit your application as soon as possible.**

In line with our commitment to safeguarding and promoting the welfare of our students, appointment will be subject to a full DBS check and references. Please see our website for the 'Rehabilitation of Offenders Act 1974' - guidance for applicants. In line with Keeping Children Safe in Education, an online search will be carried out as part of our due diligence on shortlisted candidates.

Applicants should be able to demonstrate through their references a good health and attendance record. Those who have not been contacted by Wednesday 4 March 2026 should consider their application to have been unsuccessful.

May I take this opportunity to thank you for your interest and hope after reading the information provided you decide to continue and make an application.

Yours sincerely

Angela Marsden  
School Business Manager