



**Moor Park
High School
and Sixth Form**

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May 2025

Dear Applicant

Retention and Recruitment of quality staff is a high priority for our Foundation School. We have recently 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.

The post is permanent, 25 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 £26,835 to £28,624 – pay award pending) pro rata. Therefore, the actual starting salary based on Point 10 would be approximately £16,139.

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 specifications.

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 TES 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 Thursday 12 June at 9am with interviews scheduled to take place on w/c Monday 16 June 2025.

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 conducted 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 Monday 16 June 2025 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

Margaret Jowett
School Business Manager