



Dear Candidate

Post: Chief Financial Officer – Humber Education Trust

Thank you for showing an interest in the above vacancy. Humber Education Trust (HET) is a newly formed Multi-Academy Trust comprising of ten primary schools and two special schools all located in the city of Hull.

Please find enclosed/attached the following documents:-

- A) Application Form
- B) Job description and person specification for the post
- C) A leaflet explaining in more detail Humber Education Trust – its membership, values and ethos.

The person specification is something which you may not have seen before, it is a recruitment tool which shows the essential skills, knowledge and experience we are looking for. Each criterion for the post have been identified and assessed by either application form and/or, interview/references. Only those candidates who meet the essential criteria identified from the application form will be shortlisted for interview.

I would like to draw to your attention that Humber Education Trust is committed to creating a flexible workplace for its employees as a good employer and therefore we would welcome the opportunity of discussing with the right candidate the opportunity to work either term time only or condensed hours rather than all year round, if this met the needs of the right candidate as part of their work life balance and family commitments.

Humber Education Trust is also committed to safeguarding and promoting the welfare of children and therefore in the event of you being shortlisted your suitability to work with children will be assessed at interview. Furthermore, for any candidates shortlisted any relevant issues arising from your references will be taken up at interview, unless we are not able to do so, as the reference from your employer has been given on the basis that it is confidential.

I hope that you will wish to continue with the application process by forwarding your completed application form to myself either by email to sharonherrick@humbereducationtrust.co.uk or by sending a hard copy by post to Humber Education Trust, FAO Sharon Herrick, HET Human Resources Specialist, c/o Gillshill Primary School, Cavendish Road, HULL, HU8 0JU, by no later than 9.00 am on the 4th October 2017. (Please quote Job Ref: HET01 (Chief Financial Officer) on the envelope).

Shortlisted candidates will be contacted after the 4th October 2017 and interviews will take place week commencing the 16th October 2017. Further details will be provided to shortlisted candidates.

If you would like an informal discussion about the role please contact Rachel Wilkes (CEO) via Clifton Primary School (01482 325913). Alternatively, you may wish to



visit the individual school websites to find out more information about each school that forms part of Humber Education Trust.

I look forward to receiving your completed application form in the very near future.

Yours sincerely

Sharon Herrick
HET Human Resources Specialist