



**GUISELEY  
SCHOOL**

# *Finance & General Administration Assistant*

**Salary grade: B3**

This post is offered on a 30 hours per week, all year round.

**The closing date for applications is: 9.00am, Tuesday 28<sup>th</sup> July 2026**

**Interviews are scheduled to take place: w.c Monday 3<sup>rd</sup> August 2026**

**Please read this pack for further details on how to apply for this post.**

*We are committed to safeguarding and promoting the welfare of our students and expect all staff and volunteers to share this commitment.*

*Appointments will be subject to an enhanced DBS disclosure.*

*We seek to promote diversity and equality of opportunity - applications are welcome from all, irrespective of gender, race, marital status, age, disability, sexuality, religion or faith.*

## Recruitment pack 2026

**Thank you for expressing an interest in joining our school. The application pack contains a number of documents providing background information about our school and the vacancy that we are advertising. We hope you will find this information useful, and we look forward to hearing from you.**

### 1. Vision

Our vision is for our students to discover and develop their talents in the pursuit of individual academic achievement, personal growth and success.

### 2. Making an Application

#### Application Form

If you wish to be considered for this post please complete the enclosed application form providing full details of your education and employment history, including any unpaid or voluntary work. Where there are gaps in your employment please state the reasons why (e.g. gap year, career break, unemployed, etc.).

You will note that we require details of two referees, one of which must be your current or most recent employer.

CVs are **not** accepted as part of the application process.

#### Supporting information

This section of the form is very important. It gives you an opportunity to explain why you are applying and why you are the best person for this job. Use the job description and person specification as your guide and give specific examples, where possible, to demonstrate how you match the requirements for this post. If you do not have enough space, please attach a separate sheet.

**Please remember to sign the declaration on the final page of the application form.** If submitted electronically you will be asked to sign the application form and letter at interview.

**In addition to the application form please submit a formal letter of application** (up to 2 sides of A4):

- **For teaching posts:** detailing your experience of teaching and learning and the impact your contribution will make in terms of raising standards at our school.
- **For support posts:** explaining how your skills and experience would enable you to make a positive contribution to Guiseley School.

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### 3. Interview and Selection Process

All candidates must meet the essential requirements for the post. Desirable requirements will be used to distinguish between acceptable candidates for shortlisting. Details of the interview programme will be confirmed in writing.

**Interviews are scheduled to take place:** w.c 3<sup>rd</sup> August 2026

As part of the selection process, in addition to assessing your skills and knowledge against the requirements of this role, specific questions will be asked to assess your suitability to work with children.

## Recruitment pack 2026

Under the Disability Discrimination Act 1995 and 2005, we are legally required to consider making reasonable adjustments to ensure that disabled people are not disadvantaged in the recruitment and selection process. We are therefore committed to meeting, wherever possible, any needs you specify on the application form. Please contact the school if you need to discuss this in any detail.

We will consider any reasonable adjustments under the terms of the Disability Discrimination Act to enable an applicant with a disability (as defined under the act) to meet the requirements of the post.

### 4. Induction and Continuous Professional Development

The head teacher and governing body are committed to ensuring your well-being and continuous professional development in this role. On appointment the assistant head teacher with responsibility for CPD will discuss an appropriate induction programme with you that will help familiarise you with the culture of the school, local practices, policies and expectations.

You will be offered the opportunity to further develop your professional knowledge by participating in local training events and, where appropriate, working towards further qualifications.

All support staff roles are subject to a probationary period which is normally 6 months and is an opportunity for employees to meet with their manager and review how they are settling into their new role.

### 4. Pre-employment Checks

#### References

If you are short listed we will normally take up references **before** the interview date. One of your referees must be your current or most recent employer. Two satisfactory references must be received before we confirm any offer of an appointment. The information we request will relate to salary, length of service, sickness absence record, skills and abilities, suitability for the job, disciplinary record and suitability to work with children.

Copies of references or references that are addressed 'to whom it may concern' will not be accepted. On receipt of references, your referees may be contacted to verify any discrepancies, anomalies or relevant issues as part of the recruitment verification process.

#### Disclosure Barring Service Check (formally Criminal Records Bureau Check - CRB)

Employment at this school is subject to an enhanced check with the DBS. Checks will also be made against the barred list (formerly List 99). All such checks must be satisfactory before we confirm any offer of an appointment.

Under the Rehabilitation of Offenders Act 1974 (Exemption Amendment) Order 1986, there are a number of jobs where we must take account of convictions, even though they are 'spent'. All posts at this school are regarded as such. However, spent and/or unspent convictions may not necessarily make you unsuitable for appointment.

#### Prohibition Checks (Teachers Only)

## **Recruitment pack 2026**

Prior to confirming an offer of employment, the school is required to make a mandatory check to ensure a teacher is not prohibited from teaching by the NCTL or its predecessor, the GTC.

### **Validation of Qualifications**

All short listed candidates will be asked to bring original certificates of relevant qualifications to interview. These will be photocopied and kept on file and may be confirmed as genuine with the relevant awarding bodies.

### **Right to Work in the United Kingdom**

Under the Asylum and Immigration Act 1996, it is a criminal offence to employ anyone who is not entitled to live or work in the United Kingdom. Applicants can expect us to ask for proof of this at interview stage, where you will be asked to provide some original documentation to confirm that you are eligible to work within the UK. Photographic proof of identity will also be required.

### **Medical Assessment**

A satisfactory pre-employment health check will be required for all new staff before we confirm any offer of an appointment.

## **5. School Policies**

### **Child Protection**

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We have two designated senior members of the leadership team who are responsible for referring and monitoring any suspected case of abuse. All members of staff will receive training in line with our child protection policy.

### **Whistle Blowing**

We recognise that children cannot be expected to raise concerns in an environment where staff fail to do so. Therefore our policy is to ensure that all staff are made aware of their duty to raise concerns about any inappropriate attitude or actions of colleagues.

### **Code of Conduct and Personal Behaviour**

The school believes that it is essential for standards of conduct at work to be maintained to ensure delivery of quality services and also to protect the well-being of all its employees and pupils.

The head teacher and governing body regard everyone working at our school as a role model to our pupils. As such employees should conduct themselves with integrity, impartiality and honesty. Furthermore, everyone in the school has an absolute duty to promote and safeguard the welfare of children. Registered teachers are in addition bound by the codes and professional teacher standards. While registered teachers are bound by the code, the school considers the principles to apply to all staff employed at the school.

### **Equal Opportunities**

## **Recruitment pack 2026**

We are committed to promoting best practice in our efforts to eliminate discrimination and to create a working and learning environment where all are treated fairly and with respect.

We take action to ensure that nobody is treated less favourably than anyone else because of their colour, race, ethnic or national origin, religion, gender, sexual orientation, disability or age.

**Full details of all these policies are available in school.**

### **Staff Benefits**

- Access to the school's 24/7 Employee Assistance Programme for all staff, including:
  - Free counselling sessions
  - Wellbeing support
- Access to the school's benefit portal VivUP for discounts and vouchers on spending
- Free on-site parking, with competitive electric Car Charging rates
- Additional non-contact period for Teaching Staff
- Eligibility for Bluelight and DiscountsForTeachers
- Bike storage for those who wish to cycle to work
- On-site school catering
- Competitive local government Pension Scheme for Support Staff and Teachers Pension for Teaching Staff
- State-of-the-art facilities:
  - Fully curated art studios and professional recording suites
  - A brand-new, all-weather AGP, as well as an established sports hall, and activity studio
  - A high-spec auditorium for showcasing events.