



Application Guidance

with Safeguarding Statement



Thank you for your interest in the post of Senior Administration Assistant (Finance/HR) at Whitewater C of E Primary School.

Application Guidance

Applicants are asked to complete the school's application form in full. CVs will **not** be accepted in place of a completed application form.

In your application, please demonstrate clearly how your experience, skills, and knowledge meet the requirements set out in the Job Description and Person Specification. Applications should include examples of relevant work in administration, finance, and/or HR, and should show your ability to work accurately, professionally, and confidentially in a busy environment.

Please email your completed application form to Mrs Stefanie Ough, Executive Strategic Business Leader, via s.ough@synergyschoolpartnership.co.uk before 12noon on Friday 24th July 2026.

Only shortlisted candidates will be contacted following the closing date.

Safeguarding Statement

Whitewater C of E Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The successful applicant will be required to undertake all necessary pre-employment checks in line with statutory guidance and the school's safer recruitment procedures. These will include, where appropriate:

- enhanced DBS clearance
- verification of identity
- verification of right to work in the UK
- satisfactory references
- verification of qualifications
- online checks and other relevant safeguarding checks, where required

The school is committed to equality of opportunity and welcomes applications from suitably qualified candidates regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation