

ST HUGH'S SCHOOL



Bushfield Road, Scunthorpe, North Lincolnshire, DN16 1NB
Tel: (01724) 842960, Fax: (01724) 747249
e-mail: admin.sthughs@northlincs.gov.uk



Head Teacher: Tracy Millard

Development Funding & Grants Officer – St Hugh's School.

Job title:

Development Funding & Grants Officer

Initially fixed term for 12 months (a 6 month probationary period will apply to non-North Lincolnshire Council employees). The role may lead to a permanent contract

Post number:

Grade/salary:

Grade 5 SCP 15 – 19, £17,972 - £19,446 – Full Time Equivalent

Hours of work:

15 hours per week - term time only plus 2 training days
(working pattern to be negotiated upon appointment).

Location:

St Hugh's School, Bushfield Road, Scunthorpe, North Lincolnshire, DN16 1NB.

Tel: 01724 842960

Email: businessmanager.sthughs@northlincs.gov.uk

Description:

Required - as soon as possible.

To drive forward our strategic funding programme, we have established a new and dedicated role - Development Funding & Grants Officer.

The Development Funding & Grants Officer will be responsible in applying, from initially identifying sources of funding and ensuring that the application adheres to the required criteria, through to arranging for the application to be approved internally and submitting the completed version to the awarding body.

This role will be varied and is an exciting opportunity to utilise a wide range of skills.

The successful candidate must have the ability to undertake research, to collate, analyse, evaluate information and to develop initiatives, strategies and policies. You should also be numerate, literate and possess excellent IT skills. High level communication skills at all levels are required and you need to be able to work under pressure in a very busy environment. You must also have a true appreciation of confidentiality.

St. Hugh's School is a well-resourced, purpose built school for students aged 11 to 19 years with moderate/severe learning difficulties/profound and multiple learning needs, many of whom have additional needs, ASD and complex medical needs. We are an outstanding school as inspected by Ofsted September 2018. St Hugh's is also the Lead school of the Teaching School Alliance within North Lincolnshire.



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Applicants are positively encouraged to visit school by arrangement.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Any offer of employment to this post will be subject to receipt of a satisfactory Enhanced Disclosure from the Disclosure and Barring Service. The full version of our Recruitment of ex-offenders and Disclosure and Barring Service procedure can be accessed from the website at www.northlincs.gov.uk/jobsandcareers.

Please [apply for this job online](#). See attached job description and employee specification.

Alternatively application forms are available from Sarah-Jayne Briggs, School's Business Manager, at the school. Please return completed application forms to the school.

Closing date:

Friday 22 February 2019 at 12 noon



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