



Coloma Convent Girls' School

Upper Shirley Road, Croydon CR9 5AS | 0208 654 6228

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Head of School: Ms Danielle Bumford-Sinclair

Chief Executive: Mr David Garrido

FINANCE ASSISTANT

START DATE:	ASAP/ Negotiable
LOCATION:	Coloma Convent Girls' School
HOURS/WEEKS:	Negotiable Part Time or Full Time, All Year Round.
SALARY:	£23,457 - £24,012 (pro rata for part time)- dependent on experience and qualifications with a higher salary considered for an exceptional candidate.

Coloma Convent Girls' School in Shirley is recognised as one of the top non-selective secondary schools in the country, recognising the needs of the whole child. Coloma achieved the accolade of 'Best School in Croydon' in the Real Schools Guide in 2020 and in October 2019 received its fifth 'Outstanding' Diocesan Inspection report. The whole school community is motivated by the mantra 'work hard and be kind' and the school motto 'to work is to pray.' We are an inclusive school where all are valued as unique and special.

The Head of School and Governing Body are looking to appoint a Finance Assistant who is flexible, reliable, enthusiastic and hardworking, to join the Finance Department in providing effective and proactive administration and support to the School and Business Manager.

We Offer

- Local Government Pension Scheme.
- A school with a strong commitment to all staff.
- A community which is on a rapid journey of improvement with a commitment to being even better.
- 28 days' annual leave plus 8 bank holidays (pro rata for part-time and term-time contracted support staff)
- The opportunity to work in a team where your skills, enthusiasm and hard work will be appreciated.

Do not be put off applying for a post if you are not a practising Catholic. We welcome applications from colleagues who are supportive of the values of a Catholic School. Many of our staff are members of religious faiths other than Catholic and make an enormous contribution to the well-being of our students.

Our MAT

Coloma is part of the South East London Catholic Academy Trust (www.selcat.org.uk) and new colleagues would be expected to share our mission of creating a family of schools that together, through shared support and challenge, strive to provide an authentic Catholic education where all children will be empowered, inspired and flourish.

HOW TO APPLY: For more information about Coloma and to download a job description please visit our website www.coloma.croydon.sch.uk

CLOSING DATE: Applications will be considered on receipt and interviews may occur at any stage. Coloma reserves the right to commence or complete the recruitment process at any time prior to the closing date.

CONTACT DETAILS: The Head of School's PA - Email: vdavis@coloma.croydon.sch.uk

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share the commitment. All appointments will be subject to a satisfactory Enhanced Disclosure Barring Service check.

PLEASE NOTE:

WE DO NOT ACCEPT APPLICATIONS VIA AGENCIES



Coloma Convent Girls' School is part of the South East London Catholic Academy Trust, a charitable company limited by guarantee and registered in England and Wales with company number 13260387.