



**SHIRLEY HIGH SCHOOL  
PERFORMING ARTS COLLEGE**

Shirley Church Road  
Croydon CR0 5EF

Tel: 020 8656 9755 Fax: 020 8654 8507

Web: [www.shirley.croydon.sch.uk](http://www.shirley.croydon.sch.uk)

Email: [office@shirley.croydon.sch.uk](mailto:office@shirley.croydon.sch.uk)

Principal: Mr Nigel M Barrow CertEd BEd(Hons) NPQH FCoT



**Finance Assistant (15 hours per week, term time only – 39 weeks per year)  
Grade 3 scale point 15-17 (£18,936 - £19,623 FTE) Actual salary (£6,673 - £6,915)**

We are looking for an effective and efficient administrator to support the efficient conduct of the school's financial affairs to ensure the smooth running of the school.

We offer excellent working conditions with key benefits that include:

- approximately 1000 students on roll and a growing Sixth Form
- a strong belief in the professional development of all staff
- a very good reputation with parents / carers and the community
- a commitment to continuous improvement
- excellent facilities
- a great work / life balance
- Childcare Voucher Scheme, Cycle to Work Scheme
- staff car park on site

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. More information can be downloaded from our website [www.shirley.croydon.sch.uk](http://www.shirley.croydon.sch.uk)

You can also find us on Facebook <https://www.facebook.com/shirleyhighschool/>

More details and an application form can be downloaded from our website and applications can be sent via email to: [office@shirley.croydon.sch.uk](mailto:office@shirley.croydon.sch.uk).

Closing date: Monday 11 December 2017

Shirley High School is a company limited by guarantee and registered in England and Wales. Company No 783778  
Registered Office: Shirley High School, Shirley Church Road, Shirley, Croydon, CR0 5EF