



# Shirley High School

Performing Arts College

"Striving for Excellence"

NMB/KAW/Applicant  
November 2017

Dear Applicant

**RE: Vacancy for a 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)**

Thank you for downloading the application pack for the above post at Shirley High School.

Making the decision to apply for a 'new job' is always challenging on a number of levels. It is with this in mind that I hope we have given you the appropriate level of details and information to support you in making your application.

Please find attached:

- Advert
- Job Description for Finance Assistant
- Application Form – Support Staff

We hope you decide to apply for this position and look forward to receiving your application which can be posted to the address above or emailed to [office@shirley.croydon.sch.uk](mailto:office@shirley.croydon.sch.uk).

Yours sincerely

N M Barrow  
Principal

