



Catholic Education - Extraordinary Women



Ursuline
High School
WIMBLEDON

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Living out our Ethos in the Spirit of St Angela Merici

ASSISTANT FINANCE OFFICER

35 hours per week (41 weeks p.a., 39 weeks term time plus two weeks during school holidays).

Required from February 2021

Full time salary **ME5, points 5 – 6**
(currently £22,185 - £22,587) (paid pro rata)

An exciting opportunity has arisen for a well-organised individual with Excel expertise and experience of working on databases to join our Finance team as an Assistant Finance Officer.

The school has amazing students and an outstanding CPD programme. It is situated in the heart of Wimbledon with easy access to Central London and the South East.

The position is subject to enhanced DBS disclosure. The school is committed to safeguarding its students and post holders must be responsible for the safety of the students in their care.

Details and application forms via the school website:
www.ursulinehigh.merton.sch.uk/work/current-job-opportunities/
or from Mrs Martin, Headteacher's Assistant PA by email
[\[rachel@ursulinehigh.merton.sch.uk\]](mailto:rachel@ursulinehigh.merton.sch.uk).

Closing date for application forms
Monday 1st February 2021



Crescent Road, London, SW20 8HA
www.ursulinehigh.merton.sch.uk
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