



INVESTORS
IN PEOPLE

Accredited
Until 2019

Finance and Lettings Assistant

Salary: £22,518 – £30,852

Permanent

Starting as soon as possible

Full time – 35 hours per week

Villiers High School is looking to appoint a professional, self-motivated and organised person to assist the Finance and Lettings team in the day to day duties of the department.

The successful candidate is expected to have good communication skills and to work well a member of a team. The candidate must have experience of working on the FMS system and within a school. You will be trained in your current role with the opportunity for further career progression and continuous professional learning.

We are offering a full time role for the right person with a positive can-do attitude.

The successful candidate will need to:

- Be able to demonstrate an ability to work in a busy environment
- Be methodical, well organised and have good attention to detail
- Have FMS and school experience

In return you will receive:

- The support of committed, dedicated and friendly colleagues
- A school which is reflective and striving for continual improvement

Interview date: To be confirmed

Application packs and further details of the post can be found on our school website under vacancies. Please note that we do not accept CVs. Please submit completed applications to HR@villiers.ealing.sch.uk.

The school is committed to safeguarding children and expects all staff and volunteers to share this commitment. The school follows safer recruitment practices to protect children and vulnerable adults. The successful applicant will be subject to an Enhanced DBS check.