



ST CLAUDINE'S
CATHOLIC SCHOOL FOR GIRLS

Diocese of Westminster Academy Trust
St Claudine's Catholic School for Girls

Crownhill Road, London, NW10 4EP

Tel: 020 8965 2986 | Email: office@stclaudines.co.uk

Headteacher: Dr L McGowan, BMus (Hons) MA EdD NPQH FRSA

"In faith, one family"

Finance Assistant

Full time, permanent contract

52 weeks with annual leave entitlement of 27 days + bank holidays

36 hours per week 8.00 am - 3.30 pm (4 days a week) and 8.00 - 4.30 pm on Tuesdays

30 minutes unpaid lunch break each day

Salary scale 5, point 12-17 (£28,598 - £31,022) per annum + London Weighting £2,301

Required for: Required as soon as possible

Closing date: Monday 3rd August 2026

Interviews: 13th and 20th August 2026

St Claudine's Catholic School for Girls is a highly-successful Catholic girls' comprehensive school (ages 11-18) in the north west London Borough of Brent. We require a Finance Assistant to start as soon as possible in March or April.

Learning at St Claudine's is rooted in the Gospel values in a warm, supportive and nurturing community. Even though we are a Catholic School, it is not a requirement to be Catholic and our international community welcomes staff and students of all faiths and none. Behaviour at the school is outstanding and students are educated via a rich and diverse, holistic curriculum to become confident, articulate and independent young people.

We require a Finance Assistant to join our busy administration team. Working closely with the School Finance Manager, the Finance Assistant will administer the day-to-day operations of purchasing, managing invoices, seeking best value in purchasing, liaising with suppliers and school budget holders, administering BACs payments and maintaining key areas of the online school finance system. Experience in this field is preferred but full training will be provided. It is essential that applicants are numerate with a keen eye for detail and accuracy. Minimum level 2/GCSE grade 5 or equivalent qualification in mathematics and proficiency with IT and Microsoft Office is a requirement of this post.

We are seeking a dynamic, hardworking, flexible team player with excellent interpersonal and organisational skills to join our busy school. Applicants for the role must have energy, enthusiasm and pride in a meticulous approach to work.

Further details of this post are available on the school website: <http://www.stclaudines.co.uk/joining-us/vacancies/>

As part of our commitment to safeguarding and promoting the welfare of children all staff are required to undertake an enhanced DBS check.