



Dyers Hall Road
Leytonstone
London
E11 4AE
Headteacher: Mr Alex Silk

 020 8539 3029
Fax 020 8558 3827
E-Mail school@connaught.waltham.sch.uk
Website www.connaught-school.co.uk

Finance Assistant
21 Hours per week (working pattern to be decided)
Scale 4 Spine point 7-11 (31,290-33,129 pro rata) (Actual Salary 16,663)
TTO + 2 weeks (47.6 week per year)
ASAP

You are invited to apply to join our successful multicultural four form entry school for girls aged 11 – 16 which was graded "Good" by Ofsted in February 2025

We are looking to appoint a dynamic and inspirational individual. The ideal candidate must have previous finance experience including payroll and pensions administration, working within a school environment is preferable, but not essential if you are looking for a new challenge and can support the admin team to secure excellent outcomes for our students, we would welcome your application.

Connaught School for Girls is an over-subscribed school in Leytonstone, East London.

Being a small, secondary school enables us to offer students a personalised learning experience:

- We are a high achieving school producing excellent rates of student progression and examination results
- We are fully committed to girls' education as we believe the girls thrive and develop in a single sex environment
- Standards of student behaviour is outstanding
- Our school ethos is one of inclusivity and high expectations

If you think this is the post for you, please go to our website for further details and an application pack. Applications should be sent to iblanc3.320@connaught-cloud.co.uk

Candidates are invited to contact Ingrid Blanc to arrange for an informal tour of the school which does not form part of the shortlist procedures.

Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975

This post is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 because it is a post which involves working directly with children or young people. The [school/trust] is legally obligated to process a Disclosure and Barring Service (DBS) check before making appointments to relevant posts. The DBS check will reveal both spent and unspent convictions, cautions, and bind-overs as well as pending prosecutions, which are not "protected" under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.

The closing date for applications is 3.30 p.m. on **Wednesday 23rd September 2026** and interviews will be held on Week beginning **Monday 28th September 2026**

