



Finance/ Premises Assistant

36 hours/ week, term time + 2 weeks - GLPC3 P5, point 5 to 6 - £26,696 (Subject to National Award)

St Angela's is a unique and exceptional school rated Outstanding by OfSTED in November 2022. You should consider this post if you are committed to ensure our excellent students are constantly challenged to develop personally as well as academically.

The staff of St Angela's are first and foremost subject experts who are hard working, forward thinking and a well paid and cared for staff that demonstrate their outstanding nature each day.

If you would like to be part of the team you would need:

- GCSE Grade C/ 4 (or better) in Maths and English or equivalent
- A confident and professional telephone manner
- Excellent IT Skills, with packages such as Word, Excel or equivalent
- Ability to prioritise and manage workload effectively
- Excellent interpersonal skills with children and adults as well as a good sense of humour
- Commitment to Safeguarding and Protecting the Welfare of Children

Closing date: 12th October 2026

Interview date: w/b 19th October 2026

Please contact Miss F Murphy St Angela's Ursuline School, St George's Road, Forest Gate, London, E7 8HU.

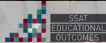
Tel: 0208 472 6022

Email: vacancies@stangelas-ursuline.co.uk

Please note we reserve the right to make an appointment before the closing date.



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Outstanding School'
OFSTED



St Angela's Ursuline School, St George's Road, London, E7 8HU

T:0208 472 6022, www.stangelas-ursuline.co.uk

E-mail: vacancies@stangelas-ursuline.co.uk

We are an equal opportunities employer & we are committed to safeguarding & promoting the welfare of children.