



# The Tiffin Girls' School

Richmond Road Kingston upon Thames Surrey KT2 5PL  
020 8546 0773 [contact@tiffingirls.org](mailto:contact@tiffingirls.org) [www.tiffingirls.org](http://www.tiffingirls.org)

Headteacher: Ian Keary

**Finance Assistant**  
**25 hours (five days) per week**  
**Term time plus 13 days in school holidays**  
**Actual annual salary range from £14,978 - £16,671 pa based on**  
**experience**

We are looking to appoint an efficient, organised, and motivated Finance Assistant to our Finance team. Experience of working in a busy office environment, ideally in a school, would be advantageous in this role, as well as excellent computer skills, a desire and ability to produce detailed and accurate work and a kind and courteous manner with pupils, colleagues and parents. The successful candidate will be able to demonstrate a flexible 'can-do' approach to work and a willingness to contribute to the wider school community. Finance and administrative experience would be considered an advantage.

For further details and a downloadable application form, please see our web site on [www.tiffingirls.org](http://www.tiffingirls.org) or contact the school office.

The full time equivalent salary ranges from £23,826 to £26,520 pa depending on experience, and is pro-rated as set out above for 25 hours per week, working term time plus 13 days during school closures.

The Tiffin Girls' School is a selective girls' state secondary school, based in very pleasant surroundings in Kingston upon Thames and ideally situated just fifteen minutes' walk from the town centre and mainline station (Zone 6). For further information about our school please see our web site on [www.tiffingirls.org](http://www.tiffingirls.org) Please apply using the downloadable application form on this page or available on our website, or contact the school office.

**CLOSING DATE: Tuesday 21 September**

**Please return the application form to [recruitment@tiffingirls.org](mailto:recruitment@tiffingirls.org)**

The post is subject to an Enhanced Disclosure and Barring Service check and verification of the right to work in the UK. The Tiffin Girls' School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.