THE PALMER CATHOLIC ACADEMY

Part of The Good Shepherd Catholic Trust

Aldborough Road South, Seven Kings, Ilford, Essex, IG3 8EU
Tel: (020) 8590 3808 / Fax: (020) 8597 5119
www.tpc.academy

Email: office@tpc.academy

Headteacher: Mr P Downey

Finance Assistant

LBR5, point 12, (£33,609 FTE) £11,202 Actual
14 hours per week, over 2 days (Thursday and Friday)
Term time only
Start date: ASAP

The Palmer Catholic Academy believes in setting the highest standards in all areas of academy life and we are looking for a purposeful and committed individual who wants to join and enhance our strong team.

We have an opportunity for a Finance Assistant to join our Finance Department. We are looking for an enthusiastic individual who will ensure the reliable and efficient running of the academy's accounting systems and the processing of all documentation accurately and in a timely fashion.

You don't need to have worked in a school environment before but a passion for helping improve the education of our students through providing high quality finance support is desirable.

The Palmer Catholic Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All posts are subject to pre-employment checks. References will be sought and the successful candidate will be required to complete a Disclosure and Barring Service check. Shortlisted candidates will also be subject to online social media checks.

Full details of the post and application forms are available from the academy's website at https://www.tpc.academy/. **Closing date for receipt of applications is 12.00 noon on Monday 16th November 2026.** Completed application forms should be emailed to Mrs Bolton, at jbolton@tpc.academy.

Please note that we do not accept CV's or applications from agencies and only shortlisted applicants will be contacted.

We reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, please submit your application as early as possible.