

SHREWSBURY HOUSE SCHOOL TRUST



THE ROWANS SCHOOL

Wimbledon and Surbiton



Finance Officer

**To start in early 2018 – Part time role
(16 hours per week, part time, 52 weeks)**

The Rowans School is a popular and successful co-educational pre-prep for children between the ages of 3 and 7, situated in Wimbledon. The Finance Officer will work at The Rowans School but will also be part of the Finance Team, based at Shrewsbury House School Trust in Surbiton and so will need to travel there.

The Rowans Pre-Preparatory School, which joined Shrewsbury House School Trust on 1 August 2017, is seeking to appoint a new Finance Officer to start in early 2018. This is a part time role.

Job descriptions, information on the school and an application form can be found on the School's external website (www.shrewsburyhouse.net) by clicking on Vacancies. Applications should be emailed to the Human Resources Department at recruitment@shstrust.net. The closing date is **5pm on Friday 2nd February 2018** but applications will be considered as they are received and the school reserves the right to appoint at any point during the application process.

If you live locally this might be just the right role for you.

RECRUITMENT AND SELECTION POLICY STATEMENT

Shrewsbury House School Trust is fully committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Any offer of employment will be subject to the receipt of satisfactory enhanced DBS [Disclosure and Barring Service] disclosure and other checks, references, medical clearance and proof of legal right to work in the UK.

Shrewsbury House School Trust does not use recruitment agencies to recruit, so please do not contact us.