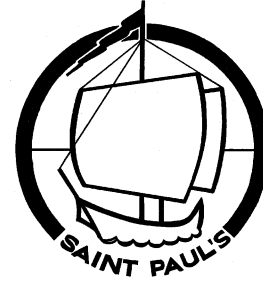


St Paul's CE Junior School
Oxford Road, Wokingham, RG41 2YJ
Telephone: 0118 978 5219
email: Finance@stpauls.wokingham.sch.uk
www.stpauls.wokingham.sch.uk



Finance Assistant

Required from 5th January 2026

Grade 4 SP 7 pro rata

15 hours per week – term time only
Monday – Friday, 1.30pm – 4.30pm (Can be flexible for the right candidate)

St Paul's is a thriving and high achieving school in the centre of Wokingham.

We are looking to appoint an enthusiastic, capable Finance Assistant with excellent inter personal skills to join our friendly and dedicated administration team.

Previous experience in a school and/or with a financial background is desirable.

Visits to the school are warmly welcomed. To discuss this and for further details please contact Zahida Deen. An application form and job description are available on our website, see Vacancies www.stpauls.wokingham.sch.uk

Our School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Our recruitment and selection process reflects this practice. All appointments are subject to an enhanced DBS disclosure procedure.

Closing date for applications: Monday 15th December 2025
Interviews will be held on Friday 19th December 2025