

**Rockmount Primary School**  
**Chevening Road**  
**London SE19 3ST**  
**Tel: 0208 653 2619**  
**Email: [office@rockmount.croydon.sch.uk](mailto:office@rockmount.croydon.sch.uk)**



## **Finance and HR Assistant**

**Employer:** Rockmount Primary School, Croydon, London, SE19 3ST

**Start Date:** September 2025

**Position:** Grade 4 (Spine point 8-10) Full Time Equivalent £29,763 - £30,630 paid pro rata for 14 hours per week, term time only, fixed term to 31<sup>st</sup> August 2026

Rockmount Primary School is at the heart of the Crystal Palace community and is a welcoming, lively, diverse and high achieving two form entry school.

An exciting opportunity has arisen for an outstanding individual to join us as a Finance and HR Assistant in our school office.

### **We can offer you:**

- A friendly and dedicated staff team, who go above and beyond for our community
- A welcoming, lively and diverse community
- A well-resourced school with excellent facilities
- A supportive team that works collaboratively
- High-quality professional development and opportunities for progression

We strongly recommend a visit to the school which can be arranged by appointment, please call the school on 020 8653 2619 or email [office@rockmount.croydon.sch.uk](mailto:office@rockmount.croydon.sch.uk)

Closing date for applications: Monday 14<sup>th</sup> July 2025

We look forward to hearing from you.

*Rockmount Primary School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this. All successful candidates will be subject to a DBS check along with other relevant employment checks.*