



**NORTHWOLD
PRIMARY SCHOOL**
no sky too high

Acting Headteacher: Shelly-Ann Goulbourne
Enquiries: office@northwold.amayatrust.com
<http://northwoldschool.com/>
020 8806 6352

FINANCE & MEDIA ADMINISTRATOR

Scale 5 Pro Rata

36 Hours Per Week plus 5 additional days

Northwold Primary School is a high performing, established 2 form entry school located in Clapton in the London Borough of Hackney. The school has been on a remarkable journey of improvement, rising from the national bottom 1% to the highest 1% over a 3 year period. The Governors, staff and parents are seeking to appoint an Administrator to support the existing school team in providing a supportive, stimulating environment in which each child is enabled and encouraged to attain the highest standard of achievement of which he or she is capable.

We are looking for someone who:

- GCSE at level A-C in English and Mathematics (or equivalent);
- degree or equivalent;
- excellent interpersonal skills;
- excellent IT and administrative skills;
- excellent organisational and communication skills, both written and oral;
- is able to demonstrate management, interpersonal and organisational skills with children, parents, colleagues and external agencies;
- is a pro-active team member committed to raising standards and achievement.

We offer:

- A welcoming, vibrant and inclusive school community;
- enthusiastic children who want to learn;
- committed, motivated staff, governors and parents;
- an exceptionally well resourced curriculum;
- An excellent well-being package
- opportunities to develop management skills and support for your continuous professional development;
- a staff well being project.

The school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful candidate will require an enhanced DBS clearance.

Application forms, job descriptions and relevant recruitment policies can be downloaded from the school website. Applications should be returned to the school.

Closing date: 9.00am Wednesday 18 October 2017

Interviews will be: Tuesday 31 October 2017

