

JOB ADVERTISEMENT

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| Job Title: | Administrative Coordinator |
| Salary: | Scale 4 |
| Contract: | Fixed Term (with a view to review permanent position) |
| Working Hours: | 36 hours per week, term time plus 10 days (8am-4.15pm) |

Job Description

Please find the Job Description attached for full details of the role.

- Coordinating between HR and Finance functions of the school.
- Providing PA support to Executive Head
- Providing operational support to School Operations Manager and other adhoc support to senior leadership team

Details

The Garden is an expanding, all-through special school for pupils with autism in addition to severe learning difficulties. We are looking to appoint an Administrative Coordinator to join our hardworking and dedicated administrative team at The Garden.

Some of the key attributes/qualities we are looking for are:

- Experience working in a school office, preferably a special school
- Experience and knowledge in using SIMS and other school systems
- Ability to adapt and learn quickly
- Experience in minuting meetings with an elaborate knowledge of writing skills
- Exceptional, highly motivated and hard-working individuals
- Excellent interpersonal and communications skills
- An ability to work with a team and diverse staff
- An ability to work in a challenging but rewarding environment
- patience and commitment

We would like to hear from you if you believe you can make a positive contribution to the development of our school.

We are committed to safeguarding and promoting the welfare of children and we expect all staff to share this commitment. For this post pre-employment checks will be carried out, references will be sought and successful candidates will need to undertake an enhanced DBS check. We welcome applications from all sections of the community, regardless of gender, race, religion, disability, sexual orientation or age.

Please submit your Application & Equal Opportunities Form to: recruitment@thegarden.hackney.sch.uk

Closing Date: Friday 7th May by 12pm

Please note we do not accept CVs.

