**Administration and Organisational Assistant**

**Level 2, Scale 4 (07-10)**

**8.30-3.30, half hour lunch. 27.5 hour week Term Time only**

**Specially Funded Project: 1st March 2023 until 31 August 2023**

Queensbridge Primary School is a very happy, Ofsted outstanding, thriving two form entry with three form entry in Y6. In March 2012 we became a National Support School with Sarah Bailey OBE, the Head Teacher, as a National Leader of Education. We also have an **Ofsted** Early Years and Extended Services ‘outstanding’ at Mapledene Children’s Centre for work in the local community. Queensbridge has a long standing relationship with the Institute of Education/ UCL and is a Specialist Partner for Initial Teacher Training. As an ex- designated National Teaching School (Future Stars) we hold many significant awards including Arts Mark Platinum, music, EYFS and computing. We are highly creative and love performing arts- we have strong links to performing arts locally and nationally for enrichment. We are highly inclusive and have an Autism Resource Provision ARP. We also lead the Reading Hub.

We are looking to appoint a strong, enthusiastic, committed and creative part time Admin Assistant. This is to work in the school’s main office. This position is on a fixed term contract, term time only (a specifically funded project that might extend if we gain additional funding. All of our staff are expected to be flexible in their approach to their role.

Post: 27.5 hours a week 8.15-3.15 with half an hour lunch (range of Scale 4 pt 7-10) depending upon experience. There may be some flexibility with these hours.

The post is to start **ASAP** for a **Fixed Term period** **ending 31 August 2023** subject to a **three and five month probation review**. The positions may extend immediately if additional funding is secured.

The successful candidate will be required to work flexibly, taking direction from the head teacher, office manager, and the business manager. You will need to be able to work to deadlines and be able to multi task.

Candidates must be able to use their own initiative and have a good standard of written English. We are able to offer a friendly, supportive staff with great professional development and career opportunities. Our children are culturally diverse, well -mannered and eager to learn.

For more information, or to arrange a visit please contact the school. Application forms and further details are available from the address above. Supporting statements should indicate your previous experience.

Visits to the school are highly encouraged.

Please download an application form and send back electronically to sclarke@queensbridge.hackney.sch.uk

Friday 3rd February 2023 Closing date 8am/ shortlisting

Monday W/C 6th February 2023 Interviews

Hackney Education is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We welcome applications from all sections of the community, regardless of gender, race, religion, disability, sexuality or age.