



# ADMINISTRATIVE ASSISTANT

## Full time Permanent Post at Children's Centre

**Start Date:** Thursday 1<sup>st</sup> September 2022

30hours per week (all year round)

Monday to Friday 9am-3.30pm

**Pay Scale:** Scale 4 £24,705.00 – 26,064.00 pro rata

**Headteacher:** Farzana Chowdhury

We wish to appoint, an administrative assistant/receptionist.

In this post we are particularly looking for someone who is able to:

- Present a cheerful and welcome face of Wentworth.
- Work efficiently and calmly
- Be proficient in a range of word processing skills including; use of Word, Excel and a range of social media platforms

For an application pack and to arrange a visit please contact the school's bursar, Lisa Purcell: [lpurcell@wentworth.hackney.sch.uk](mailto:lpurcell@wentworth.hackney.sch.uk)

Visits to the Children's Centre are on: **Tuesday 14<sup>th</sup> June 2022**

Please telephone Children Centre to book an appointment for visit.

Call 020 8985 3491 (option 2) or 0790 542 1548 (mobile)

Closing date for applications: **Wednesday 15<sup>th</sup> June 2022 by 12 p.m.**

Please return all applications to: [lpurcell@wentworth.hackney.sch.uk](mailto:lpurcell@wentworth.hackney.sch.uk)

Shortlisting: week commencing the **Wednesday 15<sup>th</sup> June 2022**

Interviews: **Wednesday 22<sup>nd</sup> June 2022**

Hackney Education is committed to safeguarding and promoting the welfare of children. This post is exempt from the Rehabilitation of Offenders Act 1974. An enhanced DBS disclosure that is satisfactory to us will be a condition of appointment.

Wentworth Nursery School & Children's Centre

Cassland Road

Hackney E9 5BY

Tel: 020 8985 3491 option 1