



**OUR LADY'S**  
CATHOLIC  
HIGH SCHOOL



'Shaping Tomorrow,  
Inspired by Faith'

@OLCHSHackney   

## SCHOOL ADMINISTRATOR

**Location:** London Borough of Hackney, N16 5AF  
**Salary:** Scale 6 £25,254 pro rata, Term time only  
**Start Date:** Summer Term 2020  
**Contract:** 1-year maternity contract  
**Job Type:** 7am to 3pm, Monday to Friday (part time also available)

Our Lady's High School is recruiting for a School Administrator who can support the Head Teachers PA and Administration Manager. We invite candidates with school administration and SIMS experience to apply.

We have been at the heart of girls' education in Hackney for over 100 years. The school was completely rebuilt in 2012 and offers a superb working environment, supportive colleagues, a values led ethos, and a wonderfully diverse and talented student body. We are a four-form entry new build school with excellent facilities, strong track record in academic results and progress and a community that is cohesive and supportive.

This is an ideal role for applicants who are keen to progress their career in school administration, events management, attendance and at the same time learn about educational systems and processes. It is quite a wide-ranging role and successful applicants will need to be proactive, flexible, reliable, and good at working as part of a diverse team in a lovely new build school. Working under the supervision of our Head Teachers PA and Administration Manager you will help the school improve its brand recognition and help attract new students in a competitive environment, helping us to build a successful future.

We look forward to receiving your application.

We are a school that has an absolute belief in giving our young people the very best opportunities and have value added results that show we are truly aspirational for all our students.

### We Offer:

- Well-resourced and spacious planning rooms for staff on each floor
- Free use of school gym
- Innovative cloud based teaching platform
- Cycle to work scheme
- A strong personalised programme of professional development and coaching for teachers and support staff
- Strong links with other local schools for partnership working and support
- A strong community spirit
- Staff who are very supportive towards each other with a great camaraderie existing throughout the school

### How To Apply:

Your application is a direct permanent application to Our Lady's.

To apply, please request an application form from Sukhi Kaur at [ourladyshighschool@hays.com](mailto:ourladyshighschool@hays.com) or call Sukhi on 0207 259 8770 for more information. Your application is a direct permanent application to our school (not through agency), Hays is our recruitment partner for all permanent appointments.

**Closing Date: ASAP / by Friday 28<sup>th</sup> February 2020**



**OUR LADY'S HIGH SCHOOL**

6-16 Amhurst Park, London N16 5AF

Telephone: 020 8800 2158

Email: [officeadmin@ourladys.hackney.sch.uk](mailto:officeadmin@ourladys.hackney.sch.uk)



*An Outstanding Catholic School*  
Headteacher: Ms Justine McDonald  
Website: [www.ourladys.hackney.sch.uk](http://www.ourladys.hackney.sch.uk)

*'Shaping Tomorrow, Inspired by Faith'*

You can also visit <https://www.ourladys.hackney.sch.uk/> for more information.

*Our Lady's Catholic High School is committed to safeguarding and promoting the welfare of children and young people. The successful candidate will be DBS checked at an enhanced level. We reserve the right to interview before the closing date.*