



We are looking for an

# Apprentice Office Administration Assistant

**Salary (Scale 2 - £22,002- £22,398) Pro Rata (30 hours per week)**

This is a fantastic opportunity to join our office administration team at Simon Marks!

We are looking for an Office Administration Apprentice to join our team at Simon Marks Jewish Primary School. This role will offer you a great opportunity to gain experience in administration and progress your career. We are seeking an enthusiastic, flexible and motivated individual who is able to learn and develop their administrative skills on the job. The successful candidate will be reliable and able to carry out front of house duties in an approachable manner as well as office duties.

Simon Marks Jewish Primary School is a friendly, high-achieving school located in Stoke Newington. We welcome applications from all members of every community.

All candidates will be subject to an **Enhanced DBS check** before commencing work.

*We offer:*

A successful and friendly school environment.

A genuine opportunity to make a difference to young lives.

A great team of staff and a school community who deserve the very best.

Visits are warmly welcomed and encouraged. Please contact Ms Sue Zion to arrange an appointment, or informal discussion on **0208 806 6048** and to request a recruitment pack email: [szion@simonmarks.hackney.sch.uk](mailto:szion@simonmarks.hackney.sch.uk)

**Closing Date: Wednesday 20<sup>th</sup> November 2019**

**Interview Dates: Week beginning 24<sup>th</sup> November 2019**