

Oldhill Community School and Children's Centre

Oldhill Street
London N16 6LR
Tel: 020 8806 4130 Fax: 020 8806 3620
Email: admin@oldhill.hackney.sch.uk
Website: www.oldhill.hackney.sch.uk
Headteacher: Jackie Benjamin



Date as postmarked

Dear Applicant,

Thank you for expressing an interest in applying for the posts of **Administrator** or **Admin / Receptionist** at Oldhill Community School.

The successful applicants will work as part of our supportive dedicated administration team, to deliver a high standard of customer care and guidance to all users of our site and services. The successful candidates will perform tasks as per the job description and additional duties as required on the day as no two days are the same.

A requirement of these posts is that the successful candidates will have:

- Excellent communication and organisational skills, with the ability to work as part of a team
- A proactive approach

Enclosed you will find the following documentation:

- Job Description and Person Specification
- Application Form and Equal Opportunities Statement.
- GDPR and Privacy notice information

Please note the following when completing your application form:

- Your first referee should be your current employer
- Your second referee should be a different employment or education contact with whom you worked for or with
- Please include your email address and the email address for your referees if available
- Please explain any gaps in your employment/education history and reasons for these gaps.

Please return the completed application form to the school by **12.00 pm on Monday 16th May 2022** to Rosette Doxon, School Business Manager rdoxon@oldhill.hackney.sch.uk or by post to: **Oldhill Community School & Children's Centre, Oldhill Street, London N16 6LR. Please note that late applications will not be accepted.**

Interviews will take place **week commencing W/C 16th May 2022**. Due to the anticipated volume of applications, we will only notify those candidates short-listed for interview.

This post will be subject to an Enhanced Disclosure & Barring Service checks.

We look forward to receiving your application.

Yours sincerely,

Rosette Doxon
School Business Manager

Oldhill Community School & Children's Centre is committed to safeguarding children and promoting the welfare of children and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure & Barring Service checks along with other relevant pre-employment checks.

