

Tyssen Community School and The Children's Centre at Tyssen

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



Date as postmarked

Dear Applicant,

Thank you for expressing an interest in applying for the post of Administrative Receptionist at Tyssen Community School & Children's Centre.

Successful applicants will work as part of our supportive administration team, to deliver a high standard of customer care and guidance to all users of our site and services.

Enclosed you will find the following documentation:

- Job Description
- Person Specification
- Application Form and Equal Opportunities Statement.

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
- 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.

Visits to the school are welcome and encouraged. If you would like to arrange a visit or require further information please contact Claudia Wichmann, Office Manager on 020 8806 4130 ext. 24.

Please return the completed application form to the school by **12 pm on Friday 29 March 2019** to admin@tyssen.hackney.sch.uk or by post to: **Tyssen Community School & Children's Centre Oldhill Street, London N16 6LR. Tel: 020 8806 4130.**

Due to the anticipated volume of applications, we will only notify those candidates short-listed for interview. Interviews will take place week commencing: Monday 1 April 2019.

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

We look forward to receiving your application.

Yours sincerely,

Sheila Solicari
Business Manager

Tyssen 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.



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