

**Harrington Hill and Sir Thomas Abney Primary Schools
Administrator Application Pack**



**Recruiting for: Administrators (1 full-time, 1 part-time three days/week)
A Senior Administrative and Finance Officer
1 year fixed term contracts
Closing date for applications: Friday 30th September 2022 12pm
Interview Dates: Week commencing Monday 3rd October 2022**



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Dear Applicant,

Thank you for your interest in applying for a position to work as part of the office team at Harrington Hill or Sir Thomas Abney. If you would like to learn more about the schools, we would be delighted to offer you a tour of the schools or to answer any questions you may have. Our school websites offer a wealth of information about the schools too.

Both schools are based in the vibrant and diverse community of Hackney, East London and have excellent transport links into and out of Central London. At Harrington Hill and Sir Thomas Abney, we understand that children learn best when they feel happy, safe and valued at school. We provide a rich and exciting curriculum to develop their confidence and enthusiasm for lifelong learning. We are absolutely committed to ensuring every child achieves well and develops high aspirations for their futures.

Over the past few years, Harrington Hill and Sir Thomas Abney have worked in partnership with one another. Each school has its own leadership team but with a shared vision of ensuring the highest standards for all of our children. We are keen to further develop the partnership over the coming years; sharing best practice and developing expertise in all aspects of the school.

We are looking to recruit a full-time senior administrative and finance officer at Harrington Hill and 2 office administrators (one full-time at Harrington Hill and one part-time at Sir Thomas Abney three days each week). We are seeking applicants who are keen to develop their careers and have the energy and passion to make a difference to the lives of our children. We are committed to supporting staff at every stage of their careers and can provide bespoke training and the support of a dedicated, passionate and encouraging staff team.

Geraldine Fitzmaurice
Executive Headteacher

WHY WORK WITH US?

- We are warm and welcoming schools with enthusiastic, dynamic and talented staff teams
- We offer excellent CPD and career development
- We have wonderful children who strive to achieve their best
- We offer excellent facilities
- We have a consultative, highly supportive Leadership Team and Governing Body
- Staff and children's wellbeing is very important to us: we are a happy school community!

WE ARE LOOKING FOR STAFF TO JOIN US WHO:

- Are hard workers with a passion for their job
- Are committed to providing an aspirational learning environment in order to achieve excellent progress for all children
- Have a professional outlook, thrive on challenge and strive for excellence
- Enjoy working with others and being part of a team

Our schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We welcome applications from all sections of the community, regardless of gender, race, religion, disability, sexual orientation or age.



HOW TO APPLY

1. Read the job description and person specification carefully
2. Complete the application form electronically
3. Ensure your supporting statement relates to the competencies outlined in the person specification.
4. Email your completed application to Mrs Alex De Dominicis at **admin@harrinonhill.hackney.sch.uk**
5. Please make sure that your application form indicates the role you are applying for and your most recent employment

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Successful candidates will be required to complete an enhanced DBS disclosure.

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Should you have any queries or would like to arrange to visit our schools please contact Mrs Alex De Dominicis on: 0208 806 7275 or email her: **admin@harringtonhill.hackney.sch.uk**

We look forward to receiving your application!

