

6th June 2022

Dear Applicant,

RE: Administrative Assistant

Thank you very much for your interest in the post of an Administrative Assistant, term time only salary: **Scale 4** £24,705.00 – 26,064.00 pro rata 30 hours per week

Attached are the following documents:

- Application pack
- Job description and person specification

For an application pack and to arrange a visit please contact Wentworth Nursery School and Children's Centre bursar, Lisa Purcell: lpurcell@wentworth.hackney.sch.uk

Visits to the Children Centre are on: **Tuesday 14th June 2022**

Closing date for applications: **Wednesday 15th June 2022 by 12 p.m.**

Please return all applications to: lpurcell@wentworth.hackney.sch.uk

Shortlisting: week commencing the **Wednesday 15th June 2022**

Interviews: **Wednesday 22nd June 2022**

My very best wishes,

Farzana Chowdhury (Interim Headteacher)

Ben Hasan (Headteacher)



Hackney Children's Centres
Working together to improve the
lives of children and young people.

