

Marketing Communications and Admin Officer

Term Time Only

Fixed term for 1 year

Clapton Support Staff Range Scale 5, points 12- 17

£26,543 - £29,022 (pro rata)

Inner London Area

Required asap until- 31st August 2022

There may be the possibility of the role being extended beyond the initial fixed term end date in line with staffing requirements.

Flexible working arrangements can be considered for the right candidate

- Are you looking for a rewarding marketing role within our collaborative alliance?
- Do you have strong communication skills and excellent organisation skills?
- Are you wanting an exciting and innovative role where no two days are the same?

We are looking for someone to provide marketing and administrative support for our partnership of Primary, Secondary and Specialist schools. This is a rewarding and varied role which is key in ensuring we meet our aims as an alliance. If successfully appointed, you will work with the Hackney Teaching Schools Alliance for 3 days per week and provide support to the Clapton Leadership Team 2 days per week.

We can offer you:

- The opportunity to develop your skills.
- The opportunity to work with a wide range of diverse stakeholders.
- A welcoming and caring environment where you can have an impact and make the role your own.

Bringing down barriers to success

We are proud of our stance as an anti-racist school and recognise the importance of having a staff body and Leadership Team that reflect Hackney's rich and diverse community.

If you have the experience and passion to be an inspirational role model for the next generation of female leaders, then we want to see how we can support you in that pursuit.

We particularly welcome applications from people from groups who are under- represented. We want the best staff, and we know that means a diverse staff.

Clapton Girls' Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be DBS checked at an enhanced level before any offer is made.

Please note that CV's or incomplete application forms will not be considered. All other applications will be considered, however, only those that are shortlisted will be contacted. Clapton Girls' Academy reserves the right to close adverts earlier than the stated deadline.

Telephone: 020 8985 6641
E-mail: recruitment@clapton.hackney.sch.uk
Twitter feed: @claptonGA
Visit the school website: www.clapton.hackney.sch.uk
Visit the HTSA website: www.hackneytsa.org.uk

Closing date: Monday 27th September 2021 (by 9am or first post)
Interview date: week commencing 27th September 2021