

Admin and SLT Support Officer

Scale 5 SP 22 £24,135 (Actual Salary: £20,825)

36 hours per week, term time only (08.00-16.15) plus 5 days

Do you have experience providing administration support in a busy fast paced environment?

Are you highly organised and able to prioritise with ease?

Are you hard working and able to work on your own initiative?

Are you interested in working as part of a dedicated fantastic team?

We are looking for a superb Admin and SLT Support Officer to join our admin team at The Garden School.

This is an exciting opportunity to work in an all through outstanding school for pupils with autism and severe learning difficulties.

We can offer you:

- A positive and happy environment dedicated to employee wellbeing
- The opportunity to work with truly amazing young people
- A strong commitment to your professional development

The Garden School 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.

To apply please complete the application form and send to:
recruitment@thegarden.hackney.sch.uk

Twitter feed: [@TheGardenN16](https://twitter.com/TheGardenN16)

Closing date: Thursday 3rd May 5pm

