Administrative Assistant Post

St. Paul's With St. Michael's Primary School is a vibrant one-form entry Church of England school situated behind the Broadway Market. **Our recent Ofsted Inspection in March 2017 rated our school Outstanding in all areas.** Our pupils come from dynamic and diverse economic backgrounds typical of an inner London borough, bordering the affluent City of London.

We provide a fully inclusive education and strive to bring out the best in all our pupils, irrespective of their social, cultural, ethnic and other backgrounds. Our Christian faith enables us to offer a warm and caring environment and as demonstrated in our Mission Statement: "Through God's love, we value, nurture and challenge everyone to achieve their best; aspiring to a promising future."

We are seeking a friendly and professional administrator to join our dedicated team. The successful candidate will demonstrate proven track record of excellent interpersonal and organisational skills, a wealth of experience in administrative work and the ability to manage tasks effectively in a timely manner. In return, we offer a friendly and supportive team, an outstanding school and amazing children.

The successful candidate will be required to start on 1.09.19 on a one-year fixed-term contract, subject to renewal based on performance.

We are committed to being a good Equal Opportunities employer. We are also committed to the welfare of all our pupils and staff. The successful candidate will be DBS checked at an enhanced level before a final job offer is made. The Broadway Market/London Fields area has very good transport links and great recreational venues.

•Application Form

•Job Description/Person Specification

Closing date: Friday 21st June

Interviews will be conducted week commencing Monday 1st July

All applications can be posted to:

St. Paul's With St. Michael's Primary School

57A Brougham Road

London E8 4PB

Phone: 020 7254 1927

Fax: 020 7923 2449

 Or by e-mail: KLot@spsm.hackney.sch.uk