



Dear Candidate,

Thank you for expressing an interest in the post of Headteacher's PA at Clapton Girls' Academy. I would like to tell you a little more about us and the kind of person we are looking for.

We are looking for:

- A highly organised individual with excellent interpersonal and administrative skills.
- A self-starter with a 'can do' approach.
- A welcoming, polite and friendly approach and a sense of humour.
- The ability to work well independently and as part of a team.
- Patience and diplomacy with the ability to maintain appropriate boundaries and confidentiality.
- Excellent diary management and ICT skills.
- A typing speed of 60 words per minute.

We are an outstanding 11-19 academy. We prioritise high quality learning and teaching to ensure successful student achievement. Our students are keen to learn and a pleasure to teach. We provide a warm and welcoming learning environment with a strong team of committed teachers and support staff.

If successful, you will play a key role in the success of the academy by ensuring my office runs effectively. You will be a member of our Human Resources Team and will also provide support to our Governing Body.

If you do decide to apply, it will be essential that you demonstrate how your knowledge, skills and experience could be applied to this role. If you would like to find out more about the role and the academy, please book in a time to come in for a tour. Please contact Jan Wolfram, Head of HR on 020 8985 6641 ext 259 or email

[recruitment@clapton.hackney.sch.uk](mailto:recruitment@clapton.hackney.sch.uk)

Thank you once again for showing an interest in this post.

Yours faithfully,

Anna Feltham  
**Headteacher**

**Please note the closing date for applications for this post is Friday 5th July 2019 by 9am or first post.**