

Marketing Communications and Admin Officer

Term Time Only

Fixed term for 1 year

Clapton Support Staff Range Scale 5, points 12- 17

£25,833 - £28,245 (pro rata)

Inner London Area

Required 1st September 2019- 31st August 2020

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?

If so, apply to Clapton Girls' Academy (an outstanding 11- 19 girls' academy). 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 provide 3 days of support to the Hackney Teaching Schools Alliance and 2 days to the Clapton Leadership Team.

We can offer you:

- A welcoming and caring environment.
- The support of a fantastic team of dedicated staff.
- The opportunity to develop your skills.

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.

Telephone: 020 8985 6641
E-mail: recruitment@clapton.hackney.sch.uk
Twitter feed: [@claptonGA](https://twitter.com/claptonGA)
Visit the school website: www.clapton.hackney.sch.uk

Closing date: Thursday 11th July 2019 (by 9am or first post)
Interview date: Tuesday 16th July 2019