



Dear Candidate,

Thank you for expressing an interest in the post of Marketing Communications and Admin Officer 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.

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 Hackney teaching schools alliance by providing administrative and marketing support. You will spend 3 days per week supporting the HTSA and 2 days per week supporting the Clapton Leadership Team.

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.

Thank you for showing an interest in this post.

Yours faithfully,

Anna Feltham  
**Headteacher**

**Please note the closing date for applications for this post is Thursday 11<sup>th</sup> July 2019 by 9am or first post.**