



Wentworth Nursery School and Children's Centre

Admin Assistant & Outreach Worker
23 hour/week over 3 days
Permanent
Scale 4 (£23,628.00 - £24,927.00) pro rata
Annual leave: 27 days pro rata
Bank holidays pro rata
Start date: December 2019/January 2020

We are one team in two buildings and are looking for someone who is friendly and welcoming, efficient and organized, and who shares our values and believes in community cohesion, diversity and equality.

You will be able to manage own workload effectively and be a good team player. You must be numerate, have a good standard of spoken and written English, and good ICT skills.

You will be based at the Children's Centre site in Granard House.

In return we can offer you engagement with a diverse and vibrant community, a friendly, supportive staff and senior leadership team, a commitment to your professional development, and two well-resourced buildings.

We are keen to have a colleague who values and believes in an early intervention in partnership with parents and carers.

The post is to start in December 2019/January 2020, and is subject to a six month probation review.

Closing date for applications is on Wednesday 16th October 2019, 11pm

Interviews: Wednesday 30th October 2019

To arrange a visit please contact our reception:

T: 020 8985 3491 #2,

E: childrenscentre@wentworth.hackney.sch.uk

Address:

Wentworth Nursery School and Children's Centre
Granard House,
Bradstock Road
Hackney,
London E9 5BN

Wentworth Nursery School & Children's Centre is part of Hackney Learning Trust and is committed to safeguarding and promoting the welfare of children. This post is exempt from the Rehabilitation of Offenders Act 1974. A satisfactory enhanced DBS disclosure and references will be a condition of appointment.