

**Children's Centre**  
Granard House  
Bradstock Road, E9 5BN  
T. 020 8985 3491, option 2

**Headteacher**  
Ben Hasan



**Wentworth  
Nursery School  
and Children's Centre**

Cassland  
Road Hackney  
E9 5BY

[www.wentworth.hackney.sch.uk](http://www.wentworth.hackney.sch.uk)  
T. 020 8985 3491, option 1  
F. 020 8533 1872

September 2019

Dear Candidate,

Thank you for expressing an interest in this part time role of an **Administration assistant/Outreach worker** at Wentworth Nursery School and Children's Centre - Granard House.

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 can download the application pack and further details from the Hackney Learning Trust's website.

Alternatively, you can request an application pack by emailing [childrenscentre@wentworth.hackney.sch.uk](mailto:childrenscentre@wentworth.hackney.sch.uk).

Please email your completed application form to: [childrenscentre@wentworth.hackney.sch.uk](mailto:childrenscentre@wentworth.hackney.sch.uk)

- Closing date for applications: Wednesday 16<sup>th</sup> October 2019, 11pm.
- Interviews: Wednesday 30<sup>th</sup> October 2019

Visits are warmly welcomed. Please contact the Children's Centre on 020 8985 3491 option 2 if you would wish to visit the centre.

*Wentworth Nursery School and Children's Centre is committed to safeguarding and promoting the welfare of children. This post is exempt from the Rehabilitation of Offenders Act 1974. An enhanced DBS disclosure that is satisfactory to us will be a condition of appointment.*

We are looking forward to hearing from you.

Yours sincerely,

Katrin Karlsdottir  
Centre Manager