

We are offering an exciting opportunity for an experienced, highly organised and motivated individual with the passion and commitment to build on and develop in this new role.

The Senior Admin Officer (Attendance, Data and Communications) will largely focus on attendance, data management (including MIS data), website management and other parent and carer communication. However, we are a busy school so the post will be varied, with the post holder required to be adaptable and flexible, handling unexpected challenges and changes in school priorities. The school currently uses ScholarPack/Arbor as their MIS system, and training will be provided where required.

The successful candidates will be highly organised with a high attention to detail, be able to manage a varied workload and act on initiative, with strong verbal and written communication skills.

Please email [recruitment@princessmay.hackney.sch.uk](mailto:recruitment@princessmay.hackney.sch.uk) to book a visit and/or have a confidential discussion with the Headteacher.

Closing Date: Friday 22 November, 1:00pm

Interview Date: Tuesday 26 November, 10:30am

*The school reserves the right to interview candidates as applications are received.*

Candidates will be notified of the outcome by 6pm on the day of interview.

**Please use the application form attached to apply and email it to [recruitment@princessmay.hackney.sch.uk](mailto:recruitment@princessmay.hackney.sch.uk) . CVs will not be accepted.**

**We are committed to safeguarding and promoting the welfare of children and expect all staff to share this commitment. All successful candidates will go through an enhanced DBS check, with references sought before interview for all shortlisted candidates.**