

Senior Administration Officer

From January 2021– January 2022 (Fixed-Term)

Scale SO1 (point 23 – 25) £32,301.00 - £33,474.00 pro-rata term time only

36 hours a week, hours of work 7.45am – 4.00pm

The New Wave Federation consists of 3 high performing and innovative primary schools in Hackney, London. In all our schools we have a passion for high standards and want all our children to achieve their potential and be inspired to go beyond that. This position is based at Shacklewell Primary School.

We are looking for a confident, organised, well presented, highly motivated and flexible Senior Administration Officer to join our busy Administration Team. The role includes managing our busy office and reception, organising team members, admin, data entry for pupils and staff facilitating effective financial control within the school.

As a key player in the effectiveness of the school, you will oversee all of our administrative systems and processes. A large part of your role will involve developing effective communication strategies, documenting office procedures and systems, documenting receipts for payment, ordering supplies, cash management and ensuring integrity of data on SIMS.net. our pupil/staff database. Effective management of databases is preferred. Training is available for the right candidate, strong secretarial and interpersonal skills and the ability to function calmly under pressure is essential.

Your communication skills will enable you to build a friendly and professional relationship with staff, pupils and parents. Our school is vibrant, diverse and inclusive. There are challenges but also great rewards in the work here. If you are an effective communicator, have vision, energy and believe that every child can and will succeed, we would like to meet you.

Visits to the school are warmly welcomed and encouraged please contact the school office at Shacklewell Primary School to make an appointment.

HOW TO APPLY: Please download the application pack from the Hackney Learning Trust website, <https://education.hackney.gov.uk/jobs>. Alternatively email: achoudhry@newwavefederation.co.uk or phone 020 7254 1415 for a pack to be sent out.

Closing date for applications: 12pm Friday 4th December 2020

Interview date: w/c Monday 14th December 2020

GRAZEBROOK PRIMARY SCHOOL

Lordship Road
London N16 0QP
0208 802 4051

www.grazebrook.hackney.sch.uk

WOODBERRY DOWN COMMUNITY PRIMARY SCHOOL

Woodberry Grove
London N4 1SY
020 8800 5758

www.woodberrydown.hackney.sch.uk

SHACKLEWELL PRIMARY SCHOOL

Shacklewell Row
London E8 2EA
Phone: 0207 254 1415

www.shacklewell.hackney.sch.uk

The New Wave Federation of schools is committed to safeguarding and promoting the welfare of children and young people. All posts are subject to an enhanced DBS check. We welcome applications from all sections of the community, regardless of gender, race, religion, disability, sexual orientation or age.