



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.

The Hackney Teaching Schools' Alliance is based at Clapton Girls' Academy. It is a collaborative and supportive partnership of 14 nursery, primary, secondary, alternative provision and special schools, each with a proven track record of success. We are steered by our executive board, which is made up of Headteachers from a diverse range of schools: Clapton Girls' Academy, Kingsmead Primary School, Stormont House and Millfields Community School. We work to improve the quality of teaching and leadership through our effective and supportive network. Our long-established, high quality professional pathway enables education staff to progress from Initial Teacher Training all the way through to Senior Leadership. The HTSA provides support and professional development opportunities every step of the way. We are a dynamic, exciting and forward-thinking group of schools who are extremely ambitious for our students. We are looking for someone who shares our ambition and enthusiasm for providing the best possible learning opportunities, and has the skillset to communicate them effectively with a range of key stakeholders.

If successful, you will play a key role in the success of the Hackney teaching schools alliance by providing communications, marketing and administrative 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,

Kate Roberts
HTSA Director

Please note the closing date for applications for this post is Monday 27th September 2021 by 9am or first post.