



Dear Candidate,

Thank you for expressing an interest in the vacant Student Reception Administrator – Punctuality, Behaviour and Enrichment focus position at Clapton Girls' Academy.

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. Staff can develop their teaching practice through a number of opportunities, including ongoing CPD, access to a range of courses and through our status as a World Class School and leading member of the Hackney Teaching Schools Alliance (HTSA).

The overall purpose of the Student Reception team is to provide an effective support service to ensure student engagement through attendance, punctuality, behavior, welfare and parental communication.

We are proud of our stance as an anti-racist school and recognise the importance of having a staff body that reflect Hackney's rich and diverse community. If you have the experience and passion to be an inspirational role model for the next generation of female leaders, then we want to see how we can support you in that pursuit. We particularly welcome applications from people from groups who are under- represented amongst senior teaching staff. We want the best staff, and we know that means a diverse staff.

If you feel that you can make a positive contribution to supporting students at Clapton Girls' Academy, please apply via our website, <http://www.clapton.hackney.sch.uk/current-vacancies/support-vacancies/>

If you have any questions, please do not hesitate to contact me. I look forward to reading your application.

Yours faithfully,

Anna Feltham

**Headteacher**

**Please note the closing date for applications for this post is Friday 23<sup>rd</sup> February 2024 by 9am.**