

EASTBURY COMMUNITY SCHOOL
Hulse Avenue
Barking
Essex IG11 9UW

2 x Administration Assistants Required ASAP
APT and and C Scale 3
1 x 35 hours per week term time only (Secondary Office)
Actual salary £18,319 - £18, 640
1 x 1 day per week (Friday) term time only – Primary Office
Actual salary £3,663 - £3,730

Eastbury is a 3-19 school at the heart of an ethnically diverse community in East London. We recently celebrated a highly successful OFSTED and record breaking public examination results with many pupils achieving top grades at both GCSE and A level.

We are currently seeking 2 experienced administrators to work in our school offices. The role will require high standards of communication and an ability to multi-task. The successful applicants will thrive in a busy environment and will have excellent administrative skills.

Candidates should have previous experience working in a similar environment, preferably a school and have a good general standard of education.

The school is located within easy walking distance of Barking tube and mainline station.

For full details of the post and an application form please visit the school website www.eastbury.bardaglea.org.uk and return the application form to the Headteacher's PA, Karen Dunnell kdunnell@eastbury.bardaglea.org.uk. The closing date for applications 25 September 2020 and interviews will be held w/c 12 October 2020.

Eastbury School is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks including enhanced DBS checks. We value the diversity of our community and wider society and are committed to promoting and upholding equalities at our school

CVs are not acceptable and will not be considered.

