



Harrington Hill Primary School  
Mount Pleasant Lane  
London E5 9JG  
Tel 02088067275 Fax 02088063364  
E-mail [vacancies@harringtonhill.hackney.sch.uk](mailto:vacancies@harringtonhill.hackney.sch.uk)

Head Teacher: Kirstie Barrett

**Admin Assistant**

**Salary Scale4 SCP 18  
£20460.00 pro rata**

**To Start ASAP**

**Hours 36.00 per week**

Harrington Hill School is a primary school with over 350 pupils currently on roll. We are looking to recruit an experienced and efficient individual to provide support within our school office. The successful candidate will be required to support the school ethos and be proficient in administrative duties and be familiar with SIMs.

**We are looking for:**

- ◆ **Excellent administrator with attention to detail;**
- ◆ **SIMs Proficient;**
- ◆ **Ability to meet schools ever changing needs;**
- ◆ **Good organisational skills;**
- ◆ **Enthusiasm, commitment and a sense of humour;**
- ◆ **Excellent communication and interpersonal skills;**
- ◆ **A good team member;**

**We can offer you a school which:**

- ◆ **Is successful, popular and well resourced;**
- ◆ **Has friendly, dedicated staff with high expectations;**
- ◆ **Have good opportunities for professional development.**

Candidates must be able to use their own initiative, be numerate and have a good standard of spoken and written English. For further information or to arrange a visit please contact the school. Visits are encouraged by appointment.

**Closing date for applications: 10.00am 22<sup>nd</sup> February 2019**

**Interviews: Tuesday 26<sup>th</sup> February 2019**

**We are committed to Safer Recruitment Practices. All successful applicants will be required to complete a DBS clearance.**