



Dear Candidate,

Thank you for expressing an interest in the post of Marketing and Communications Assistant 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. Clapton Girls' Academy are outstanding. 80% of our students achieved grade 9-4 in both English and maths in 2017. Our popular sixth form continues to grow and our Key Stage 5 results are among the best in Hackney and are in the top 10% of sixth forms.

The marketing team focus on developing and administering internal and external strategies to promote the academy, as well as involvement in the planning and organisation of a variety of events.

The postholder will support the marketing and communications of the academy through delivery and evaluation of a wide range of communications projects and materials including, but not limited to: online communications, designing and producing engaging marketing resources, creation of inspirational visual display and brand management. This is an exciting and innovative role within the academy where no two days are the same!

We are looking for a creative all-rounder who is committed to developing confident and capable learners. We expect hard work, skill and dedication, and in return will provide an excellent working environment, competitive rates of pay and a comprehensive staff benefits package.

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

If you have any questions or would like to arrange a visit to the academy, 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 Thursday 5<sup>th</sup> July 2018 by 9am or first post.**