



# We are looking for a Part Time Administration Officer-

**(Scale 6- £34,770-£35,862 Pro rata - 24 hours, term time only)**

**Simon Marks Jewish Primary is a happy one form entry school looking for a skilled Administration Officer to join our team**

## **Why work with us?**

- We are a professional, friendly and happy team of teachers and support staff.
- We offer a dynamic and exciting environment with the chance to make a real difference.
- We are an organisation that is keen to nurture and develop the expertise of its staff.
- We have children who are shown how to learn from the very start.
- We serve communities that deserve the best.
- Our pupils are amazing! - Our staff are amazing!
- We work within a modern Jewish Orthodox ethos

## **So if you are...**

- Self-reflective and seeking to be the best at your profession
- Have a professional outlook and thrive on challenge
- A hard worker who has a passion for teaching and is ambitious for children and making a difference
- Someone who enjoys being part of a team

Simon Marks is a Jewish Primary School, however we have a diverse staffing body and we welcome applicants from all communities.

Visits to the school are encouraged and warmly welcomed. Please contact Ms Sue Zion to arrange this or for an informal discussion on **020 8806 6048**. Alternatively, to request an application form and job description or to find out more about what we can offer please email Sue [szion@simonmarks.hackney.sch.uk](mailto:szion@simonmarks.hackney.sch.uk)

**Closing Date: 21<sup>st</sup> March 2024**  
**Interview Date: Wednesday 27<sup>th</sup> March**  
**Start date 1<sup>st</sup> May 2024**

Successful candidates will be asked to apply for an Enhanced Disclosure from the disclosure & barring service. Further information about the disclosure can be found at [www.dbs.gov.uk](http://www.dbs.gov.uk)