



Inspiring minds through opportunity

Headteacher: Gillian Kemp
Enquiries: admin@cyriljackson.towerhamlets.sch.uk
www.cyriljackson.towerhamlets.sch.uk

Data, Marketing and Finance Officer

Maternity Cover - Scale 6 - Term time only

Start date 30th October or as soon as possible

Cyril Jackson is an outstanding, ambitious and inclusive community school with a national and international reputation for providing a high standard of education. Our staff are highly committed, hardworking and motivated. We are seeking to appoint maternity cover to support our administrative team to provide a stimulating environment, with high expectations for all our children.

We are looking for someone who:

- Has an advanced knowledge of Microsoft Office and embraces new technology;
- Has excellent interpersonal and communication skills
- Is proactive and has exceptional organisational and time management skills;
- Has a meticulous attention to detail
- Is willing to be part of a busy and effective team
- Has achieved a GCSE at level A-C in English and Mathematics, and a Degree (or equivalent)

To arrange a visit to the school, please contact Deborah Atoyebi (HR & Inclusion Officer) on **0207 987 3737**.

For an application form and information pack, please [visit the school website](#).

Please email your completed application to: d.atoyebi@cyriljackson.towerhamlets.sch.uk

Application closing date: 17th October 2017

Interview date: 20th October 2017

Cyril Jackson Primary school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful candidate will require an enhanced DBS clearance.

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51 Three Colt Street, Limehouse, London, E14 8HH
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