



Inspiring minds through opportunity

Headteacher: Gillian Kemp

Enquiries: admin@cyriljackson.towerhamlets.sch.uk

www.cyriljackson.towerhamlets.sch.uk

Dear Applicant,

**Re: Data, Marketing and Finance Officer
(Maternity Cover)**

Thank you for your interest in the position of **Data, Marketing and Finance Officer** at Cyril Jackson Primary School. We are looking for an enthusiastic new member to join the administration team of our 'Outstanding' school.

Please find enclosed information on the post; if you have any questions, we would be pleased to talk to you further and can be contacted on 020 7987 3737.

Application forms should be emailed to d.atoyebi@cyriljackson.towerhamlets.sch.uk
The deadline is: **9.00 a.m. on Tuesday 17th October 2017.**

We will contact you by phone or email if you are shortlisted.

Yours faithfully,

Gillian Kemp
Headteacher

This Application pack contains:

1. **Welcome Letter**
2. **Job Description and Selection Criteria**
3. **Application form**
4. **Child Protection Policy**
5. **Safer Recruitment Policy**
6. **Teacher Standards**

North Building

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

Tel: 020 7987 3737 Fax: 020 7517 9345

South Building

Limehouse Causeway, Limehouse, London, E14 8AQ

Tel: 020 7987 3737 Fax: 020 7538 9108

