

Join our brilliant team!



DATA, MARKETING AND FINANCE MANAGER

Full Time (Permanent)

Scale 6 – 39 weeks per year plus 5 days – 09:00-17:00

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 this post 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)

For an application form and information pack, please contact Helen Millward:

h.millward@cyriljackson.towerhamlets.sch.uk

Please email your completed application to:
h.millward@cyriljackson.towerhamlets.sch.uk

Application closing date:

9 am – 13 September 2019

Interview date:

18 September 2019

Cyril Jackson Primary school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

Vigorous checks will be completed prior to interview and references from applicants current/most recent employer will be requested.

The successful candidate will require an enhanced DBS clearance.



Inspiring minds through opportunity

www.cyriljackson.towerhamlets.sch.uk

