

Dream it.
Believe it.
Achieve it.

Great Careers

Human Resources Administration Assistant

Location: Barking and Dagenham
Contract type: Permanent – term time only
Hours: 35 hours per week

Closing date: Friday 9th August 2024
Interview date: Wednesday 14th August 2024
Salary: APT&C Scale 4 pro-rata (actual salary £23,633 - £24,722)

This is an opportunity for you to work with some extraordinary and aspirational students, in a developing area of East London. The Gascoigne community is a very special place, and we are privileged to have built a school at its heart. The school is driven by the dreams, aspirations and ambitions of our students and the wider community and we would love you to join us in helping us to build a school which will drastically improve the life chances of our young people. Aspiration is at the heart of everything we do, and we passionately believe our students can compete with any other child in the country.

Greatfields opened in September 2016 and we will eventually grow to become a ten form entry school with 1800 pupils, including sixth form, in purpose-built new accommodation. In September 2024 we will have approximately 1230 students across Years 7 to 13.

We are looking to appoint a highly motivated and committed Administrator who shares our vision and ambitions for the young people of this community. The ideal candidate will have excellent verbal and written communication skills. The role is ideal for an experienced administrator who is looking to develop, improve and grow with the school. Staff development is central to everything we do and appropriate support and training will be in place for the successful candidate.

Please click [here](#) to view a short video featuring our headteacher and staff.

To apply for this role please go to our website and fill out an application form. If you would like more information about the role please feel free to contact the school on the e-mail address below.

vacancies@greatfieldsschool.com
www.greatfieldsschool.com

The school is committed to safeguarding and protecting the welfare of children and as such all appointments are subject to an enhanced DBS (CRB) check. Online searches may be carried out as part of due diligence checks.

Appointments are also subject to satisfactory references/medical clearance.