

OSMANI PRIMARY SCHOOL



Vallance Road, Whitechapel, London E1 5AD

0207 247 8909

Part Time Administrative Assistant (Scale 3) October 2023 (Immediate start)

Contract Type	<i>Fixed Term Contract (Maternity cover) till July 2024</i>
Salary	<i>Scale 3:5-6 (£26,193-£26,625 pa)</i>
Working Arrangement	<i>Part-Time. Term time only</i>
Vacancy Hours	<i>24 hours Monday to Wednesday 8.30am-5.00pm</i>
Closing date for all applications	<i>Thursday 21st September 2023 @noon</i> <i>Interviews to be held on: Thursday 28th September 2023</i> <i>Only shortlisted candidates will be contacted.</i>

Role Purpose and Responsibilities

- To provide support for pupils, the teacher and the school in order to raise standards of achievement for all pupils.
- To ensure their safety and welfare and support the inclusion of pupils in all aspects of school life.
- Any duties as may be reasonably directed by the Headteacher and the accountabilities expected of support staff at Osmani.

Requirements

If you can say 'YES' to all the questions below, then OSMANI could be for you.

Are you:

- Somebody with A-C grades in GCSE Maths and English or above. *(Please do not request for an application pack if you do not possess these qualifications)*
- Somebody who is ICT proficient(able to use Google Suite, Word and Publisher programmes)
- Somebody who enjoys and has some experience of working with children and families
- Somebody who is flexible, hard working and passionate about their work
- Somebody who is able to work as part of a team.
- Somebody who has some experience of using a school Management Information System e.g SIMs, RM Integris, ScholarPack.
- Resilient
- Somebody who is fluent in Bengali (This will be advantageous)

Benefits and Allowances

At Osmani you can expect:

- commitment to a healthy work-life balance
- motivated, well behaved children
- friendly and supportive colleagues to work with
- caring, interested parents
- excellent learning environment and teaching resources
- opportunities for professional development, training and career progression
- excellent transport links (Elizabeth/District/H&C/Overground)
- supportive and committed governors

The 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. We are dedicated to equality and valuing diversity.

We would welcome and encourage potential candidates to visit our school. Please telephone or email to arrange.

How to apply:

For an application pack, please visit our website and download an application pack from:

www.osmani.towerhamlets.sch.uk

Please return your application to: office@osmani.towerhamlets.sch.uk