

# Join our brilliant team!

## ENRICHMENT AND CO-CURRICULUM ADMINISTRATOR

**Location:** Cyril Jackson School, E14 8AQ

**Contract:** permanent, Term Time Only plus 5 days

**Salary:** Scale 5 (£31,716- £33,204)

**Actual:** £28,228- £29,553 per annum



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 a Enrichment and Co-curriculum Coordinator who can provide high quality assistance to the school teaching staff and contribute to the enrichment opportunities and co-curriculum initiatives

We are looking for someone who:

- Can support senior leaders in coordinating and establishing a calendar of enrichment and curriculum opportunities throughout the school.
- Can plan and deliver a range of opportunities for children to access the extended provision
- Can market and publicise the co-curriculum and enrichment opportunities
- Is keen to learn and develop within a growing team
- Has exceptional communication skills, both written and oral
- Is proactive and has exceptional organisational and time management skills;
- Has a meticulous attention to detail

Please email your completed application to:

[ustrecruitment@ust.london](mailto:ustrecruitment@ust.london)

**Application closing date:**

**(9am) Monday 25<sup>th</sup> November 2024**

**Interview date:**

**Friday 29<sup>th</sup> November 2024**

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 and an online media check.



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[www.cyriljackson.towerhamlets.sch.uk](http://www.cyriljackson.towerhamlets.sch.uk)

