



Eltham Hill
SCHOOL

Excellence, Happiness & Success

Data, Assessment and Administration Assistant

Salary Scale 4, point 7

£22,995 per annum paid pro rata at £19,953 per annum (based on 39 weeks)
Monday to Friday, 35 hours per week

We are seeking to appoint a Data, Assessment and Administration Assistant to join our Data and Assessment team at the school. As part of this role the successful candidate will also provide some additional administration to our Post 16 team.

You will be joining a successful, popular and well-resourced school where leadership and management and personal development, behaviour and welfare are 'outstanding' and where there is 'a strong culture of developing training and leadership opportunities for all members of the school community.' (Ofsted 2019)

Closing date: Tuesday 02 November 2021 - 9.00 am
Interviews: W/C 08 November 2021

For further details and an on-line application pack, please visit our website:

www.elthamhill.com

Eltham Hill, Eltham London SE9 5EE
Telephone 020 8859 2843

Please email applications or queries to: dmarsshall@elthamhill.greenwich.sch.uk

Eltham Hill is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All offers of employment are subject to an enhanced DBS check.

The Royal Borough of Greenwich promoting equality and quality of life for all.