



Dyers Hall Road  
Leytonstone  
London  
E11 4AE  
Headteacher: Mr Alex Silk

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Website [www.connaught-school.co.uk](http://www.connaught-school.co.uk)

**Receptionist/Exams and Data Administrator**  
**36 Hours per week**  
**Scale 4 Spine point 7-11 (30,717-31,070 pro rata) (Actual Salary 27,650)**  
**TTO + 2 weeks (47.6 week per year)**  
**Required – ASAP**

You are invited to apply to join our successful multicultural four form entry school for girls aged 11 – 16 which was graded "Good" by Ofsted in October 2019.

We are looking to appoint a dynamic and inspirational individual. The ideal candidate must have previous admin experience, working within a school environment is preferable, but not essential if you are looking for a new challenge and can support the admin team to secure excellent outcomes for our students, we would welcome your application.

Connaught School for Girls is an over-subscribed school in Leytonstone, East London.  
Being a small, secondary school enables us to offer students a personalised learning experience:

- We are a high achieving school producing excellent rates of student progression and examination results
- We are fully committed to girls' education as we believe the girls thrive and develop in a single sex environment
- Standards of student behaviour is outstanding
- Our school ethos is one of inclusivity and high expectations

If you think this is the post for you, please go to our website for further details and an application pack. Applications should be sent to [iblanc3.320@connaught-cloud.co.uk](mailto:iblanc3.320@connaught-cloud.co.uk)

Candidates are invited to contact Ingrid Blanc to arrange for an informal tour of the school which does not form part of the shortlist procedures.

#### **Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975**

This post is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 because it is a post which involves working directly with children or young people. The [school/trust] is legally obligated to process a Disclosure and Barring Service (DBS) check before making appointments to relevant posts. The DBS check will reveal both spent and unspent convictions, cautions, and bind-overs as well as pending prosecutions, which are not "protected" under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.

The closing date for applications is Midday on **Friday 10<sup>th</sup> October 2025** and interviews will be held on Week beginning **Monday 13<sup>th</sup> October 2025**.

