




Dyers Hall Road
Leytonstone
London E11 4AE

Headteacher: M Alexander Silk, MA

 020 8539 3029
E-Mail school@connaught.waltham.sch.uk
Website www.connaught-school.co.uk

Senior Administrator – Cover and Welfare
Scale 5 Scale point 12-16
£32,535 – £34,488 (Actual Salary £28,454 – 30,162)
Term Time Only – Hours 7.00am to 3.00pm (non-negotiable)
Required from April 2026

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 February 2025

We are looking to appoint a dynamic and inspirational individual to work at our main site in Dyers Hall Road. The ideal candidate will have previous office experience, working within a school environment previous experience of working with recruitment agencies (cover needs) is preferable, but not essential. If you are looking for a new challenge working within a small team and want 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 iblan3.320@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 **midnight on Sunday 22nd February 2026** and interviews will be held on **Wednesday 25th February 2026**

