



VALENTINES HIGH

“An Outstanding School” Ofsted

Cranbrook Road, Ilford, Essex IG2 6HX

Headteacher: Mr R Laws, BA (Hons)

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Web-site: www.valentines-sch.org.uk

Valentines High School is a highly successful mixed 11-19 school enjoying Leading Edge Status. In September 2011 Valentines became one of the first 100 Teaching Schools in the Country. **Ofsted has judged the school to be ‘Outstanding in all categories’**. Public examination results are excellent, placing Valentines in the top 100 schools for progress in the UK. We have a large and thriving sixth form, (nearly 400 students). Valentines is known for its high standards of pupil behaviour and orderly learning environment. The school is centrally located in the London Borough of Redbridge, with very good transport links to central and outer London.

Senior Office Coordinator

36 hours per week (term time only)

Monday-Thursday 8am-3.45pm, Friday 8am-3.30 including half hour break

LBR 6 point 26-28 £22528 - £23208

We are looking to appoint a Senior Office Coordinator to join our busy school office. Applicants must have at least 5 years office experience; at least 2 in a school office, have excellent communication skills and be proficient in the use of all Microsoft packages, (this will be assessed at interview).

Application forms and further details are available via our website

www.valentines-sch.org.uk

Valentines High School is committed to the safeguarding of Children.

Enhanced DBS checks will always be carried out on any new employees.