

**Job Advert:****Admin & Finance Officer****Start date: 4<sup>th</sup> January 2022**

Employer: London East Academy &amp; Al Mizan School

Salary: £ 19,599.98 to £ 26,794.31 (ELMT scale C1 to D12) depending on Experience

Location: London East Academy

Contract: Permanent

Holidays: 25 days + 2 Eid Holidays + Bank Holidays

Hours: 37.5 hours per week

DBS Check: Enhanced

Closing Date: **17/12/2021 at 12pm****London East Academy & Al Mizan School**

46 Whitechapel Road

London E1 1JX

Tel: 020 7650 3070

[www.elmschools.co.uk](http://www.elmschools.co.uk)

Head teacher: Mohammed Badr

Email: [badr@elmschools.co.uk](mailto:badr@elmschools.co.uk)**Are you looking for an exciting opportunity to work in a dynamic and supportive school?**

We are a one form entry, Islamic primary and secondary school based in the prestigious East London Mosque located in the heart of East London, Whitechapel.

We are ambitious for our pupils and believe in developing the whole child spiritually and academically. We teach our children to achieve high academic standards, as well as enabling them to become model British Muslims who contribute to the wider society as professionals and leaders. Our school site is based in the London Muslim Centre and Maryam Centre of the East London Mosque with fully equipped classrooms with interactive smartboards, Science lab and ICT suite.

This is a great opportunity for a hardworking and motivated person to join our friendly office staff. You will be part of a highly valued team who make a significant contribution to our school.

The successful candidate will have:

Excellent communication and interpersonal skills

High standards of literacy and numeracy (minimum 'A' level or level 3 standard equivalent but graduates are preferred)

Finance experience

Advanced IT skills including experience of MS word, Office and Excel

The ability to work in an organised way and to be able to prioritise a busy and varied workload

Prior experience of Sage and School MIS system.

An enhanced DBS check is required before taking up the appointment.

**Closing date: 17<sup>th</sup> December 2021**

For application form and further details please apply online.

For technical enquires please call 020 7650 3070. For any other enquiries, please contact Syed Ahsan at [ahsan@elmschools.co.uk](mailto:ahsan@elmschools.co.uk)

London East Academy & Al Mizan School is committed to safeguarding and promoting the welfare of children. All posts are subject to satisfactory DBS, qualification and reference checks.

### **Equal Opportunities**

The School has a strong commitment to achieving equality of opportunity in both services to the community and the employment of people and expects all employees to understand and promote its policies in their work.

### **How to apply**

Please apply online. For technical difficulties, please contact the Admin Team 020 7650 3070. For further information about the role, please contact the school directly.