

In the Name of Allah, the Extensively Merciful, the Intensively Merciful

All praise belongs to Allah, Lord of the worlds, and may His choicest blessings and peace be upon our beloved Prophet Muhammad SAW and the other messengers of Allah.

APPLICATIONS ARE INVITED FOR: ADMINISTRATIVE & LUNCH ASSISTANT POST

Start:	2 nd Sept 2024
Salary:	£12.50/hour (Term time only)
Hours:	12:00 p.m. - 16:00 p.m. - Monday to Thursday (Term time only)
Closing Date:	Friday 21 st June 2024 (12.00)
Interview Dates:	Week commencing Monday 24 June 2024

Tawhid Boys School is an oversubscribed popular Independent 11-16 School based in Stoke Newington, Hackney. The School underwent OFSTED inspection in July 2022 and was deemed as a Good School Overall. Tawhid is a non-selective community-based school with a strong team of highly skilled & qualified dedicated staff and Management.

The school is seeking to appoint an inspirational and visionary member of staff. The candidate must be enthusiastic and child-centred. The successful candidate will lead and have an opportunity to make significant contribution to the development of the School's Enrichment Programme

We are currently seeking to recruit for a Part-time administrative and lunch assistant to be part of our administration /clerical team.

The Administrative Assistant will be required to safeguard and promote the Welfare of children and young people.

Our School offers:

- An Islamic working environment where emphasis is given on practicing Islam in its true sense;
- A highly dedicated supportive staff team striving to achieve Outstanding in all aspects of school life
- Professional development support at all levels to further the expertise and qualifications of staff

We are looking for someone who:

- Possess excellent communication and interpersonal skills
- Be an excellent practitioner with high expectations and good work ethics
- Have a clear vision, energy and be motivational
- Be competent and confident using ICT
- Be the first point of contact for the school
- Be able to build on strengths, initiate further improvement and continue to raise standards

Please apply to the School with a current CV to umapara@tawhid.org.uk, or phone the school for more information and an application pack

Tawhid Boys Schools is committed to safeguarding and promoting the welfare of children and young people. The successful candidate will be required to undertake an enhanced Disclosure and Barring Service check and all other checks in line with the latest Guidance set out in KCSIE (Sep 2023).

Tawhid is a Designated School with a Religious Character.