



October 2023

Dear Candidate,

Thank you for expressing an interest in the post of Finance and Data Assistant.

This is an opportunity to join a harmonious, forward thinking school with high expectations of its young people. Our values and World Ready Career Ready ethos are designed to challenge all of our young people to achieve excellence and to develop the knowledge, skills and character to succeed.

We have created an innovative, enjoyable and highly professional environment for students and staff and the school is making a real difference to the lives of our students. I am proud of the progress we have made as standards of achievement have continued to rise and am confident that we have appropriate strategies in place for further and sustained improvement.

Our facilities offer the opportunity to work in a pleasant, highly professional environment with state-of-the-art resources. These support the delivery of an exciting and dynamic curriculum across the key stages. The diversity of the school community ensures that Bow is a vibrant and interesting place to work. We provide excellent support systems and structures for all staff and are committed to the professional development of all staff. The successful candidate will be entitled to a full training programme in line with school improvement priorities and personal appraisal targets.

**As an employer we are committed to safeguarding and promoting the welfare of children. Enhanced DBS clearance is a statutory requirement for all positions.**

The post requires a colleague with excellent ICT and organisational skills, a keen eye for detail, the ability to work methodically and accurately under pressure; to establish and maintain effective working relationships; show initiative and accept guidance. If you have the professional and personal qualities to be that person, I can promise you a real sense of achievement and first class development opportunities.

Applicants should complete an application form (CVs are not acceptable), and write a concise statement of no more than two sides of A4, outlining how their achievements and experiences make them a suitable candidate for this post. The form and statement should be returned [hr@bow-school.org.uk](mailto:hr@bow-school.org.uk) to arrive no later than **midnight on Sunday 29<sup>th</sup> October 2023**.

May I wish you every success in your application.

A handwritten signature in black ink, appearing to read "D Lye", written in a cursive style.

Danny Lye  
Headteacher

Head Teacher:  
Danny Lye

Bow School, 44 Twelvetrees  
Crescent,, London E3 3QW

[bs@bow-school.org.uk](mailto:bs@bow-school.org.uk)  
[www.bow-school.org.uk](http://www.bow-school.org.uk)

T: 020 7536 5525  
F: 020 7987 4504