



May 2025

Dear Candidate,

Thank you for expressing an interest in the posts of **Operations Assistant**. I am pleased to provide details of an exciting post in a school that prides itself on delivering a rich range of opportunities for its students.

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 purpose of the role is to support the day-to-day functions of the Operations Manager and the Finance Officer. This role ensures smooth coordination and administration of operations across IT, Facilities, Data, and Exams, as well as assisting with finance-related tasks. The post requires a colleague with excellent numeracy and ICT skills; the ability to communicate effectively; the ability to establish and maintain effective working relationships. 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 to arrive no later than **10.00am on Friday 6th June 2025**.

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

Headteacher:
Danny Lye

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

bs@bow-school.org.uk
www.bow-school.org.uk

T: 020 7536 5525
F: 020 7987 4504