



SEN Administrative support

Fixed-term autumn 2020 (September 3rd to December 31st) Term time 2 days per week 14.5 hours a week (to be negotiated with candidate).

Salary: SCALE 6 point 18 £28,752 per annum, pro rata £9,923.68

We are looking to appoint SEN Administrative Support to start September 3rd, joining our supportive school office team under line management of the School Business Manager. We are seeking to appoint someone who is efficient, highly professional and committed to providing excellent customer service to the school team and all stakeholders. We are looking for someone who strives for high standards of themselves and others, who is efficient and effective in assisting the school to achieve its daily and strategic goals for the benefit of the children.

The successful applicant will:

- Enjoy working with children in a school environment and understand that the children are central to all decision making and upon which your role has an impact.
- Be committed to safeguarding and protecting children.
- Be able to manage, prioritise and meet deadlines.
- Be able to work effectively as a team member, under direction and also independently.
- Be confident, respectful and credible and exude high standards.
- Be supportive to the school team and all stakeholders, committed to working collaboratively.
- Be intuitive, caring and maintain high regard for confidentiality at all times.
- Have excellent aural and communication skills.
- Be a calm, effective communicator, confident in liaising with all colleagues, children, parents and outside agencies to further our caring ethos, even when under pressure.
- Be keen to use initiative and thrive on a 'can do', positive approach.
- Be excited about the opportunity to work in a special school' and be willing to contribute to the wider life of the school and our local community.
- Be willing to undertake a wide range of professional development.

Projected duties will include:

- Supporting the monitoring of pupil attendance
- Supporting admissions processes for new pupils
- Supporting the maintaining of safeguarding records
- Supporting with assessment data
- Liaison with parents/carers

Ickburgh School can offer you:

- Continued professional development.
- A strong professional team of enthusiastic staff to work alongside you within a supportive and constructive ethos.

Please contact Barbara Fincham on 020 8806 4638 for an application pack or alternatively visit Hackney Learning Trust, jobs at <http://www.learningtrust.co.uk/jobs/> for an application form and job description. Return applications to: bfincham@ickburgh.hackney.sch.uk

As we are committed to promoting equal opportunities, only applications submitted on The Learning Trusts application form will be considered.

Ickburgh School is committed to safeguarding and promoting the welfare of all learners. The successful candidate will have an enhanced CRB check.

Closing date: Wednesday 5th August 2020 at 12pm
Interviews: Thursday 6th August 2020 (by video call)