

# THE BEMROSE SCHOOL

Uttoxeter New Road

Derby DE22 3HU

Tel: 01332 366711

E-mail: [admin@bemrose.derby.sch.uk](mailto:admin@bemrose.derby.sch.uk)

Executive Headteacher: Mr Neil Wilkinson

3 — 19 mixed all through comprehensive

NOR 1450 approx.



## Administration Assistant - Inclusion

Bemrose Scale 3 (SCP 7 to SCP 9)

Actual salary - £21,688 to £22,615

37 hours a week (some flexible school-based working will be considered),  
39 weeks a year

Required to start 1<sup>st</sup> May 2025 or sooner

We are looking for an Administration Assistant to support the work of our high performing Inclusion Team. This team works to support all of our pupils to be the best me they possibly can be. This post is an exciting opportunity for the successful candidate to join an established, growing team of professionals who are committed to making a real difference to the education of our students at The Bemrose School.

The successful applicant will have an important part to play in supporting the school's pastoral team in their drive to support and enhance the quality of education for all of our pupils.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be DBS and DBA checked.

Please complete The Bemrose School application form along with a letter of no more than 2 sides of A4 stating your suitability and reasons for applying for this post.

An application pack can be downloaded from the following websites:

[www.bemrose.derby.sch.uk](http://www.bemrose.derby.sch.uk), [www.tes.com/jobs](http://www.tes.com/jobs) and  
[www.derby.gov.uk/jobs-and-careers](http://www.derby.gov.uk/jobs-and-careers)

**Closing date: Tuesday 22<sup>nd</sup> April 2025 at 9am.**

*If you would like to discuss anything on the job description or person specification  
please contact us:*

[recruitment@bemrose.derby.sch.uk](mailto:recruitment@bemrose.derby.sch.uk) / 01332 366711