

Administrator

Spa School Bermondsey is a secondary special school for children aged 11-19 with Autism.

This post is term time plus 1 week, Hay Scale 5, point 6. Annual salary £28,977 (Pro Rata salary £23,962) 35 hours per week, 8.30am to 4.30pm.

At Spa Education Trust we provide an outstanding education. We are a friendly school with a positive ethos, and are committed to helping all our pupils realise their full potential.

The successful candidate will be enthusiastic, conscientious, efficient and honest and will be an excellent communicator. They will work as part of an office team, and will be responsible for a range of administrative and reception tasks.

Further information about this post, or to arrange a visit if you wish, can be made by telephoning Nusrat Raja HR Manager on 0203 434 5210.

Applicants **must** complete a Spa Education Trust application form which can be downloaded from our website <https://spa-education.org/spa-education-trust/vacancies>

Application forms can be submitted by e-mail to recruitment@spa-education.org

Closing date: Friday 28th June at noon.

Interviews will be held week commencing 1st July 2024

Our recruitment processes follow the guidance in the DfE document Safeguarding Children and Safer Recruitment in Education. All staff will be required to undertake a disclosure from the Disclosure & Barring Service.