

St Ann's School

PA to the Headteacher & Leadership Team / Pupil Data

Administrator

Full time permanent from September 2024

Salary Grade 6 SCPT 18-20 £29,377.87-£30,294.76 35 hrs per week fte

Mon-Fri 35hrs per week Term time plus 5 days

St Ann's School is an outstanding secondary special school in Ealing with 117 students on roll who have complex disabilities, including profound and multiple learning and physical disabilities, severe learning difficulties, and complex autism. We are proud to be an Equal's Exemplar School. Our school is a forward-thinking, vibrant, caring, inclusive and diverse school. As a Unicef Rights Respecting Gold School, we aim to provide our students with a happy, joyful, creative environment where our students can reach their full potential and excel in their learning. We aim to support our students to have the skills that will benefit them in their adult lives.

We are looking for a committed and resilient PA to the Headteacher & Leadership Team / Pupil Data Administrator.

We can offer:

- A supportive and friendly ethos
- A highly supportive staff team
- Next to the Elizabeth line and excellent transport links
- Support for career development

Visits to the school are strongly encouraged. Group visit Monday 24.6.24 10.00am.

We have a clear commitment to safeguarding and promoting the welfare of children and young people. The Successful candidate will be required to apply for an Enhanced Disclosure.

Application packs available from school website
<https://www.stannsschool.co.uk/vacancies/>

Visit: Monday 24.6.24 10.00am

Closing Date: midday Thursday 27th June 2024

Short listing: Thursday 27th June 2024

Interviews: Monday 1st July 2024

St. Ann's School

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Hanwell

London W7 3JP

Tel: (020) 8567 6291

Email: adminmail@st-anns.ealing.sch.uk

<https://www.stannsschool.co.uk/vacancies/>

Headteacher: Timmy Holdsworth