

Job Title: Personal Assistant to the SEND and Inclusion Team

Location: Holy Trinity Church of England School, Crawley, UK

Position Type: Full time - Term time only – 37 hours per week + INSET

Salary: West Sussex Grade 6 plus Crawley Fringe Allowance

Actual Salary: £23,798

Contract Type: Permanent

Start Date: As soon as possible

Are you highly organised, compassionate, and passionate about inclusive education? Do you thrive in a dynamic environment where every day brings the opportunity to make a difference? If so, then we want to hear from you!

About Holy Trinity Church of England Secondary School:

Holy Trinity Church of England School is a vibrant and inclusive community located in Crawley, a culturally rich and diverse town. Crawley has fantastic transport links sitting halfway between Croydon and Brighton on the M23 corridor. There is also a fast train service between London Victoria, East Croydon, Haywards Heath and Brighton, in addition to other lines that serve the South. The school operates a minibus service for staff at the start and end of the day serving the three stations in Crawley (Ifield, Crawley and Three Bridges). The school is also the most well connected by bus of the six secondary schools in this area.

Rooted in Christian values, our ethos is underpinned by four key elements: dignity, community, wisdom, and hope. We are dedicated to inspiring every student and providing an environment where they can truly excel, both academically and personally.

We are committed to creating a diverse and inclusive environment and warmly encourage applications from individuals of all backgrounds, cultures and experiences. We believe that a variety of perspectives enriches our community and enhances our ability to serve and support everyone in our school community. We welcome people from all ethnicities, faiths, abilities, genders and sexual orientations, and are dedicated to providing equal opportunities for all. If you're passionate, driven and share our belief in the key values of dignity, community, wisdom and hope which underpin our school then we invite you to apply and bring your unique voice and talents to our team.

Our pastoral care is widely recognised as being outstanding. You would be part of a pastoral team helping young people to navigate their educational journey and provide them support to do so.

With every student equipped with their own iPad and a number of data tools to track behaviour, you will have the opportunity to explore innovative approaches to support student engagement and behaviour.

Crawley's rich diversity and multiculturalism make our school an exciting place to work, where every day presents new challenges and rewards. As part of our team, you'll be supported in your professional development and have the opportunity to play a pivotal role in shaping the direction of our school. We are committed to raising standards and unlocking the potential of every child, and we're looking for someone who shares our passion for excellence and innovation.

For further details on our school see our vacancies page, where you can view a video or PowerPoint from our Executive Head Teacher, Reverend Millwood.

The Role:

We are seeking a dedicated **Personal Assistant (PA)** to support our **SEND and Inclusion Team**, working closely with the **Assistant Headteacher (SEND and Inclusion)**, SENDCO and Assistant SENDCO. This is a unique opportunity to play a vital role in ensuring that every student—especially those with additional needs—is known, valued, and supported to thrive.

What we're looking for:

We're looking for someone who:

Has excellent administrative and communication skills.

Is discreet, empathetic, and highly organised.

Understands the importance of inclusive education and safeguarding.

Is committed to the Christian ethos and values of our school.

Professional Growth:

We invest in our staff. You'll have access to ongoing **CPD**, training in SEND and safeguarding, and opportunities to grow your skills and confidence in a supportive environment.

Why Join Us?

- Be part of a community that values dignity, community, wisdom, and hope.
- Work in a supportive and collaborative environment with opportunities for professional growth.
- Enjoy access to excellent facilities and resources to support your role, including the use of iPads for every student as part of our innovative approach to learning.
- Be at the forefront of our exciting curriculum development, where technology and traditional teaching methods blend seamlessly to enhance the educational experience of every child.
- Make a positive impact on the lives of young people, promoting a genuine love for French and lifelong learning.

How to Apply:

To apply, please complete the application form available on the website. This must be emailed to hr@holyltrinitycrawley.org.uk by **9am Monday 3rd November 2025**.

Interview date: TBA.

The closing and interview dates are a guide only. We intend to review applications as they are received and call those shortlisted for immediate interview. An early application is advised, as once we have appointed, we will close the recruitment process.

This school and West Sussex County Council are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to an appropriate Disclosure and Barring Service check along with other relevant employment checks, including satisfactory references.