



THE HARMONY TRUST

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ADVERT

SEN Administration Assistant

22.5 hours per week

Term Time Only

Grade A, SCP 3 (£18,562 per annum pro rata to hours worked)

Fixed term until 31/08/2022

The Board of Trustees wish to provide an opportunity for an enthusiastic SEN Administration Assistant. We are looking for a highly motivated candidate to become part of our school team. The post holders will initially be based at **Reigate Park Primary Academy**.

The Harmony Trust was established in February 2014 and currently has 15 schools under the Trust umbrella. This brings with it exciting opportunities for career progression and development for existing and future employees. The Harmony Trust has high expectations of our pupils and staff. We have an excellent reputation and are innovative in our aim for educational excellence.

The successful candidates will:

- Literacy and Numeracy skills equivalent to Level 1 of the National Qualification & Credit Framework
- Willingness to obtain basic first aid certificate
- Experience of undertaking SEN Administration
- Experience of using computer packages for word processing, spreadsheets, databases, e-mails and researching information
- Experience of following instructions, procedures and policies
- Communication skills to deliver polite, courteous and efficient customer service, in person and over the telephone
- Understanding why safeguarding is important when working with children and young people

We can offer you:

- The opportunity to be part of our team, who are committed to educational excellence
- Friendly and supportive staff, parents and trustees,
- A commitment to high quality professional development,
- Opportunity for future career development & progression within the Trust's portfolio of schools and most importantly
- The chance to transform the lives of children and really make a difference

The Harmony Trust is committed to safeguarding and promoting the welfare of children and young people and expects all our staff to share this commitment. The successful candidate will be subject to an enhanced DBS and pre-employment checks.

Closing date: 12 noon on Monday 4th October 2021

Please return completed application forms via email to: recruitment@theharmonytrust.org

Chief Executive: Mr Antony Hughes

The Harmony Trust, Northmoor Academy, Alderson St, Oldham, OL9 6AQ
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