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| TheMarvellCollegeLogo[1]  **The Marvell College**  Requires a  **SEND Administration Officer**  **With effect from 1st September 2024**  **Salary: Grade 5, SCP 8 £24,702 – 13 £26,873 pro rata**  **Actual salary £21,860 - £23,781**  **Hours: Term time only plus 10 days**  **Monday to Thursday 8am – 4.15pm Friday 8am – 3.45pm**  The Marvell College seek to appoint a SEND Administration Officer to join a team of committed, caring and enthusiastic staff who share the college philosophy that all students should have the opportunity to achieve. The college is committed to appointing high quality staff and supports their development.    We are seeking to appoint an organised and self-motivated SEND Administration Officer, who is able to demonstrate strong administration skills, has experience working in a busy office environment, the ability to work independently and within a team environment. Experience of working within SEND administration would be desirable, but not essential as full training will be provided.  In order to be successful in this position you should be detail-oriented, professional and have excellent written and verbal communication skills. The post holder will play a critical part in supporting the SENCO and SEND team.  The Marvell College has gone from strength to strength since receiving a “Good” Ofsted report in July 2019.  Since then, the school has been oversubscribed every year. We are extremely proud to serve our local community, we have a talented and committed body of staff who strive to go the extra mile for the students in our care. Our school motto “As good as anyone anywhere” combined with our school values of Ambition, Respect and Courage can be seen through every aspect of school life at Marvell.  The Marvell College is part of the Hull Collaborative Academy Trust. Within the Trust there are significant opportunities for further progression. This formidable partnership continues to bring about some of the best outcomes nationally and has an enviable track record of school improvement.  If you are interested, please visit our website [www.themarvellcollege.com](http://www.themarvellcollege.com) and apply by downloading the support staff application form. All completed application forms must be returned to Mrs L White, The Marvell College, Barham Road, Hull, HU9 4EE or by email [recruitment@themarvellcollege.com](mailto:recruitment@themarvellcollege.com)  HCAT is committed to safeguarding children and young people. All post holders are subject to appropriate vetting procedures and a satisfactory enhanced Disclosure and Barring disclosure.  As part of our safer recruitment procedures, online checks (including social media) may be carried out by the Trust, as part of our shortlisting process.  HCAT is an equal opportunities employer.  **Closing date for applications: 11.00am on Tuesday 9th July 2024**  **Interviews: To be confirmed** |