



**Post: SEND Administrative Assistant**

**Grade: G6, point 8 £10.62 per hour, pay award pending (actual salary £11, 836 per annum)**

**Start date: As soon as possible**

**Contract: Permanent, term time only plus Inset Days**

**Closing date: Applications processed on arrival**

We are seeking to appoint a talented, dedicated and versatile person to join our team. The successful candidate will be required to assist in the administration of our SEND team, who support students with additional needs, which could include specific learning difficulties, physical difficulties and students who need support in developing social and behavioural skills.

The successful candidate will work within the Admin Team to assist with the smooth running of the School. This is a varied and exciting role and you will be working within a friendly and caring team. The post will be for 25 hours a week over 39 weeks (term time plus 30 additional hours to be worked on INSET days).

Our ethos of aspiration, opportunity and integrity are at the heart of Fitzharrys' sustained success. We are a good school (Ofsted, June 2016) with strong results that improve year on year. Ofsted praised our "warm and welcoming culture with a shared drive for continual improvement". This is a very special place, and we are looking for the right candidate who is excited at the prospect of joining us and taking such a key role in our continued success.

All Fitzharrys staff benefit from our induction programme and our comprehensive CPD programme as part of a school community committed to getting the best from everyone. Through our focus on high quality teaching and learning, and excellent behaviour, our school continues to grow and develop.

We are proud of our students, and in turn they are proud to be part of the Fitzharrys community. Parents are supportive of the work of the school, recognising our high aspirations for every student who attends; they are both challenged to achieve highly, and supported in doing so.

This is an exciting time to join us in our continued development. If you want to be part of a school with strong working relationships at the heart of every interaction, a committed and caring staff, and a culture of working to get the very best from every child, then we look forward to meeting you.

***An application pack is available from the Fitzharrys School website or from [recruitment@abingdonlearningtrust.org](mailto:recruitment@abingdonlearningtrust.org)***

***CVs alone are not acceptable.***

*Abingdon Learning Trust is committed to safeguarding and promoting the welfare of children and requires all staff to share this commitment. All post holders in regulated activity are subject to appropriate vetting procedures and a satisfactory Disclosure and Barring Service Enhanced check. The Trust is fully committed to the principles of equal opportunity, diversity and inclusion and welcomes applications from less well-represented groups in the schools and Trust.*

All staff are expected to promote fundamental British values.