



Cade Street, Old Heathfield, East Sussex TN21 8RJ
Tel: 01435 866066 Fax: 01435 867155

www.heathfieldcc.co.uk
jobs@heathfieldcc.co.uk

SEND Manager

(this is an admin support role assisting the SENDCO for the College)

34 hours per week

Term Time Only and some holiday working

Working pattern and holiday hours to be discussed at interview

Local Single Status Grade 5 point 12-13

£25,989 - £26,403 per annum

(actual salary equates to £20,633 - £20,962)

Permanent

Pride. Ambition. Community

The successful candidate will join an established team of educational staff and will work to ensure there is admin and resourcing in place to support the effective and efficient running of the department. They will work alongside the Head of Department and Lead Team to oversee the successful day to day running of the department rooms, organise staffing and timetables. The role is primarily admin based but candidates should have an interest in Special Educational Needs and a willingness to interact with students. There will also be opportunities for direct contact with families and other professional agencies in supporting the wider work of the department.

Please contact Elaine Burgess, SENDCO for further details and an informal discussion about the vacancy at eburgess@heathfieldcc.co.uk or 01435 866066. Please submit your application as soon as possible as we reserve the right to interview prior to the closing date should we have a suitable candidate.

Please see our website for an information pack and application form.

Closing date: Please complete and return your completed application form to jobs@heathfieldcc.co.uk by midday on Tuesday 2 December at the latest.

Start date: ASAP

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. Successful applicants will need to undertake, or currently hold, a DBS enhanced clearance for this authority.