

## Lawrence Sheriff School

Home of the Coventry and Central Warwickshire Teaching School Hub

## SIXTH FORM CENTRE ASSISTANT

**Permanent – Full Time**

**8.00am – 4.00pm Monday to Friday, 37 hours per week term time plus training days.**

 **An additional 2 weeks per annum to be negotiated but to include the A level and the 3 days around GCSE results’ days in August.**

**Scale G - H (Points 11 - 17): £21,168.81 – £25,434.41 per year, (£24,496 – £29,439 FTE)**

**Required from November 2023**

*'This school is a truly special place. Pupils flourish here' Ofsted March 2022.*

Is your perception that, as a boys’ grammar school, we will be overly traditional, elitist and purely an exam factory? Think again! If you want to become part of a calm and happy school community then Lawrence Sheriff may well be the place for you!

Lawrence Sheriff School is an outstanding boys’ grammar school of approximately 1140 students, around 425 of whom are in our coeducational sixth form. As a National Teaching School, we have played a significant role in initial teacher training and continuous professional development across the region. Our Teaching School Hub status also enables us to offer all staff varied and interesting opportunities to enhance their practice.

We are looking to recruit a Sixth Form Centre Assistant to be based in the Sixth Form Centre. Our centre is a busy and vibrant environment which sixth form students and staff rely on throughout the day. You will work very closely with the Head of Sixth Form and the Sixth Form Centre Manager to ensure that all matters are dealt with efficiently and effectively in a professional manner, ensuring a happy and purposeful environment.

To download an application pack please visit our website: [www.lawrencesheriffschool.net](http://www.lawrencesheriffschool.net)

To apply please complete and return the job application and equality details forms to Personnel at recruitment@lawrencesheriffschool.com, along with a letter of application. Please do not submit CVs, as only the job application form will be considered.

For further information please contact Mrs M Morgan, Mrs Valand or Mrs Brown: Tel: 01788 843700, E‑mail: recruitment@lawrencesheriffschool.com

Closing date for applications:

**09.00 am on Monday 9th October 2023**

*Lawrence Sheriff School is committed to safeguarding and promoting the welfare of children.*

*The successful applicant will be required to undertake an Enhanced DBS check.*