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|  | **BRIGHTON & HOVE SCHOOLS**  **Taking Action for Equality**  **Support department administrator**  **& co-ordinator for exam support**    **Job Reference SU137** |

**Support Department Administrator & Co-ordinator for exam support** **- (30 hours a week, term-time only)**

**Closing Date**: Midday on Friday 21st January 2022\*

**Interview Date**: Week commencing Monday 24th January 2022

**Salary:** Scale 5 (Points 12 - 17) - £22,183 - £24,491

(Actual Annual Salary £16,308 - £18,005)

**Starting Date:** To be confirmed

Our school is ‘Good’ (Ofsted 2018), being one of the most popular and successful 11-16 mixed comprehensive schools in the Preston Park area of Brighton, consistently over-subscribed.

Our curriculum is broad and balanced and offers many exciting opportunities for all students, both in school and out. There are tremendous extra-curricular opportunities at Dorothy Stringer through sport, performing arts, the Junior Leadership Team, Art on-going links with our partner schools in Africa, the Duke of Edinburgh award, as well as a number of other trips. In short, we believe there is something for everyone at the school.

The main purpose of the job is to, under the instruction of senior staff, administration tasks for the support department, including document preparation for Education, Health and Care plans and to undertake access arrangements co-ordination. The role will involve close liaison with students, their families and outside agencies working closely with the school, including the local authority.

For further details see the Person Specification and Job Description (attached).

**HOW TO APPLY**

Application is by application form with a supporting letter. Your application should take account of the Person Specification. In line with our safer recruitment Policy, we cannot accept C.V.s.

See application form and associated paperwork attached. Please return your completed application to Katie Booth, at [recruitment@dorothy-stringer.co.uk](mailto:recruitment@dorothy-stringer.co.uk) If you have a problem replying electronically please contact the school on 01273 852222.

*Dorothy Stringer is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and comply with the Department of Education Statutory Guidance ‘Keeping Children Safe in Education’.*

\*We reserve the right to appoint a suitable candidate before the closing date.