



## **Administrator - SEND, CIOC, Safeguarding and Pastoral Support**

**Eggescliffe School & Sixth Form College**

**Term time + 10 days only**

**Salary: SCP 9-12 £18,763 To £19,912 (Actual Salary)**

**Hours: 37 Hours**

We are currently recruiting for a SEND, Safeguarding and Pastoral Administrator to support the Assistant Head Teacher responsible for Safeguarding and Pastoral as well as the Assistant Head Teacher SENDCo and Associate Assistant Head SENDCO (who job share the role within school). You will assist the AHT in the administration of safeguarding all learners as well as supporting with the PHSE administration. You will also assist the AHT/AAHT SENDCo in ensuring that administrative procedures are in place to provide support for students with Special Educational Needs and that staff are aware of the regulations and requirements.

With an NVQ level 3 or equivalent experience, you will have strong ICT and data analysis skills and be an excellent communicator who has a flexible approach to your work.

If you are a highly motivated, well-organised person who shows attention to detail and you are committed to the well being of children we would like to hear from you.

Previous experience of working in a SEND/ Safeguarding administration role within a school is desirable but not essential.

For an informal discussion about this post, please contact Lindsay Oyston, Head Teacher

The Vision Academy Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful applicants will need to undertake a DBS enhanced clearance.

For further information about the role and to download an application form, please visit either [www.eggescliffe.org.uk](http://www.eggescliffe.org.uk) and send your completed application to: Mrs T Probert, PA to the Head Teacher and SLT, via email to: [vacancies@eggescliffe.org.uk](mailto:vacancies@eggescliffe.org.uk)

**Closing date: Tuesday 24<sup>th</sup> May 8.30am**

**Interview date: 25<sup>th</sup> May onwards**