



# Sir Robert Pattinson Academy

Head Teacher Mr D. J. Hardy BA (Hons) PGCE

## SEND Administrator

**Full Time: 37 hours per week, Term Time only**

**Starting Salary: Scale 3 (SCP 6-9): £22,366 - £23,893 per annum pro rata**

**Required: May 2024**

Sir Robert Pattinson Academy is an 11 – 18 comprehensive school judged 'Good' by Ofsted as a result of the education and opportunities provided to pupils, enabling them to flourish within a calm and caring environment. Pupils are valued, happy, challenged and strive to achieve their best through a rich learning experience both inside and outside the classroom.

We are seeking to appoint an experienced SEND Administrator to join our busy SLC team and support the provision of an effective and efficient administration service across the Academy. You will be responsible for providing confidential management and administrative support for the day-to-day operation and strategic planning for the Specialised Learning Centre.

The successful candidate will have excellent organisational, IT and administrative skills with experience of administrative work and Microsoft Office packages, including Excel, Word and Outlook.

Previous experience of working within a similar environment would be an advantage however, full training will be provided.

### The ideal candidate will have:

- Experience of working in the education sector.
- Experience of working in an administrative role.
- Experience of data input and management.
- Excellent ICT skills.
- Ability to work to deadlines and with a high level of detail.

### We can offer you:

- Membership of the Local Government Pension Scheme (LGPS)
- Access to a hot or cold lunchtime meal during term time, plus a breakfast club
- Free on-site car parking and secure cycle store
- Cycle to work scheme
- Education Mutual Health & Wellbeing services
- Occupational sick pay

**Further details and application forms available from:**

☎ 01522 882020 ✉ [recruitment@srpa.co.uk](mailto:recruitment@srpa.co.uk)

**Closing date: 12 noon, 12 April 2024**

**Interviews: w/c 15 April 2024**

**Sir Robert Pattinson Academy is proud to be a member of the 'Disability Confident Scheme'**

***Sir Robert Pattinson Academy is committed to safeguarding and promoting the welfare of children and young people. We operate Enhanced DBS and safeguarding procedures.***

