



King's Academy Easthampstead Park

It takes a whole community to raise a child.

SENd Administrator

Pay Grade: KGA05 (points 6 to 9) – FTE £27,202 to £28,968, starting on £14.10 per hour

Actual Starting Salary: £22,850 per annum inclusive of London Weighting and Holiday Entitlement, plus a First Aid Allowance upon receipt of qualification

Hours: 37 hours per week, Monday to Friday, Term time only

Core Hours: 8am – 4pm (3.30pm on Friday) including a 30 minute unpaid break to be taken flexibly

Although most work will be during these hours some flexibility would be required for after school or evening meetings which you would manage within your working week in agreement with your Line Manager.

The successful applicant will need to be a good team player and will work as the administration support to the Assistant Headteacher Inclusion and the Learning Support Team. You will have a sound knowledge of administration packages and be comfortable liaising with parents, students and outside agencies to facilitate the smooth running of the department. It is a requirement that you will undergo regular First Aid training and join our team of First Aiders.

King's Academy Easthampstead Park is a co-educational, community comprehensive serving Bracknell South. As a school we strive to give our students every opportunity to be happy, healthy and successful. We aim to deliver the best quality teaching and learning in a school where staff and students have respect and pride in themselves, their school and their community.

We work with our students to develop their aspirations and talents to achieve their full potential in a safe, caring and supportive environment. We have a friendly and supportive staff who enjoy working with a student body that fully reflects our community. King's Academy Easthampstead Park, values diversity and promotes equality.

Our vision is to deliver a school judged as outstanding, that lives up to its values and beliefs. Our sense of community is built around the quality of relationships between staff, students and parents with the emphasis on respect and pride.

To apply, please complete the application form which you can download from the advert on <https://www.kgaeasthampstead.uk/staff-vacancies/> or contact our Personnel Officer, at recruitment@kgaeasthampstead.uk. or 01344 390826.

We are committed to safeguarding and promoting the welfare of children and expect all staff to share this commitment. An enhanced Disclosure and Barring Service check will be undertaken.

We reserve the right to carry out an online search as part of our due diligence obligations on shortlisted candidates and candidates will be provided the opportunity to address any issues of concerns that may come up during the search at interview.



Ringmead, Bracknell, Berkshire, RG12 8FS

Tel: 01344 304567

info@kgaeasthampstead.uk

Headteacher: Mrs Liz Cook MA, BA(Hons) FCCT