

THE WELLAND PRIMARY SCHOOL FEDERATION

SEN/Pastoral Administrator

Required ASAP for Pinchbeck East and Surfleet Primary Schools

Grade 4 (scale points 9-12 £18319 - £19819 pro rata)

Part time, permanent post – 30 hours per week, term time only

Would you like to join an outstanding partnership with excellent opportunities for professional development?

Due to expansion we have an exciting new role and are seeking to appoint an experienced, highly motivated, committed and enthusiastic Administrator that can provide high level advice, support and administrative assistance to the SENDCO and school administration teams.

We are looking for someone to join our hardworking, professional and supportive team who:

- Is friendly and welcoming, able to work with adults and children in a supportive and caring environment.
- Has a particular interest in working with SEN children and their families, providing effective communication channels and thorough administrative support with EHCP applications and other statutory requirements.
- Is able to liaise appropriately with external agencies, parents/carers and school staff.
- Can provide Pastoral support within our schools, monitoring and reporting on Attendance and Assessment issues.
- Will arrange meetings, take minutes and keep accurate and thorough records.
- Is able to offer support and cover to the administration team for the regular administrative functions of the school.
- Has a sense of humour

You will have/be able to:

- Good administration and communication skills. Sound knowledge of Word, Excel and Outlook essential. Knowledge of Scholar Pack MIS would be advantageous.
- Observe confidentiality and safeguarding requirements.
- An understanding of GDPR.
- An understanding of DfE regulations relating to school policy and SEN.

In return, we can offer:

- A hardworking, friendly, supportive and caring team
- Excellent opportunities for professional development with ongoing training, mentoring and performance management

**To obtain an application pack/further information/or to arrange a visit please email:
applications@pinchbeckeast.lincs.sch.uk**

Closing date: Friday 1st March 2019. *It is anticipated interviews will be held the following week.*

Our school is committed to the safeguarding of children and promoting child welfare. The appointment will be subject to DBS clearance. All references will be taken up before interview.