



# BECKET KEYS

Church of England School

## SEN Administrative Assistant and Learning Support Assistant (LSA)

**Start date:** 5 September 2022

**Hours:** 8 am to 4.30 pm Monday to Wednesday, 41 weeks per year.

**Salary:** Starting at NJC03. Take home salary £10,700, full-time equivalent £19,500.

**Contract type:** Fixed Term Contract (Maternity Cover).

Becket Keys' students are passionate about their school and staff will tell you that this is an exciting and exceptional place to work - with an 'Outstanding' Ofsted judgement awarded in our first (2014) inspection. The school offers a high-quality education in a caring, Christian environment in which each student is known, valued and encouraged to achieve his/her individual potential. We are committed to outstanding academic performance and to fostering a love of learning in our students.

### Main purpose

To cover a maternity leave, we are looking for a reliable and committed administrative assistant to support the SENCo (Special Educational Needs and Disability Co-ordinator) with daily administrative tasks relating to SEN, and to act as Learning Support Technician. The role will start from 5<sup>th</sup> September 2022 to facilitate induction and handover. It is a 3 days per week position.

You should be well-organised, resourceful, practical and pro-active. Experience of working within a school administration environment would be an advantage, but not essential. The main duties are to provide a full administrative and secretarial service to the SEN Departments, but you will also undertake some classroom-based support work with students and lead group interventions. Therefore, some experience as a Learning Support Assistant would be an advantage. You will also work closely with issues regarding many of our most vulnerable students – so your application should demonstrate experience with dealing with sensitive information and data. Download the SEN Administrative Assistant and Learning Support Assistant Job Profile for further information.

The successful candidate will be joining an exceptional, student focused team and therefore should be experienced in working in a professional manner as an initial point of contact for various enquiries from visitors, students, parents, external agencies and members of the public providing excellent personal care and attention.

The appointee will be committed to our high expectations and core values – we welcome applications from colleagues irrespective of their faith or belief. However, we do ask for applicants to appreciate and respect the beliefs of others and have strong moral principles.

Staff will be provided with a comprehensive induction programme and laptop and childcare is accessible at a neighbouring provision with discounted rates for staff members.

We are keen to appoint a dedicated colleague who is eager to support our students to achieve in all aspects of their school life and who wants to be a key contributor to our school's success.

Our school is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. The successful applicant will need a full DBS (Disclosure and Barring Service) check, which can be applied for once a job offer is made.

The school is committed to safe recruitment and the post will be subject to an enhanced CRB check.

**Closing date: Noon, Tuesday 16<sup>th</sup> August 2022.**

**Interview Date: TBC**