



# ST. NICHOLAS SCHOOL

Philpott Avenue, Southend-on-Sea, SS2 4RL

Headteacher: Mrs L. Fox

Telephone: (01702) 462322

Email: [office@st-nicholas.southend.sch.uk](mailto:office@st-nicholas.southend.sch.uk)

Web: [www.stnicholas-school.co.uk](http://www.stnicholas-school.co.uk)

SEN Trust Southend



## Administration Assistant Vacancy

### Vacancy Details

Job Title	Administration Assistant
Closing Date	Thursday 1 <sup>st</sup> September 22 at 12 noon
Interview Date	Wednesday 7 <sup>th</sup> September 22
Salary Range	Level 5, Points 8 – 12 (£17,995-£19,479 p.a)
Hours per week	37 hours per week
Hours of work	Monday To Thursday: 8.30am-4.20pm Friday: 8.30am – 3.50pm
Term	1 Year Temporary Contract Initially, Term Time + 5 days of INSET
<p>Following the promotion of our current Administration Assistant to Office Manager, the St. Nicholas Special School is seeking to recruit a highly personable, efficient and skilled assistant to work in our busy, school office.</p> <p>You will be required to fulfil all the responsibilities of the attached job description.</p> <p>Ideally, we are looking for someone who has experience of working in a school office and who will be the right fit with our excellent staff team.</p> <p>We can offer you:</p> <ul style="list-style-type: none"><li>• A supportive, friendly whole school team</li><li>• A school with a strong and caring ethos</li><li>• A supportive Governing Body</li></ul>	



SEN Trust Southend, a charity and a company registered in England, Number 07973980 - Limited by guarantee  
Registered office: Mountdale Gardens, Leigh on Sea, Essex, SS9 4AW



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*We are committed to safeguarding and promoting the welfare of the children in our care and expect all staff to share this commitment. This post therefore requires an enhanced disclosure from the Disclosure & Barring Service, medical clearance and positive references.*

Completed application forms should be emailed to:

[jstrickland@st-nicholas.southend.sch.uk](mailto:jstrickland@st-nicholas.southend.sch.uk)

## School Contact Details

Contact Name:	Jo Strickland
Telephone Number	01702 462322
Email Address	<a href="mailto:jstrickland@st-nicholas.southend.sch.uk">jstrickland@st-nicholas.southend.sch.uk</a>

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