



ST. NICHOLAS SCHOOL

SEN Trust Southend

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

Headteacher: Mrs L. Fox

Telephone: (01702) 462322

Email: office@st-nicholas.southend.sch.uk

Web: www.stnicholas-school.co.uk



Administration Assistant Vacancy

Vacancy Details

Job Title	Administration Assistant
Closing Date	Thursday 7th July at 12 noon
Interview Date	Monday 11th July 2022
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

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.

You will be required to fulfill all the responsibilities of the attached job description.

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.

We can offer you:

- A supportive, friendly whole school team
- A school with a strong and caring ethos
- A supportive Governing Body



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

School Contact Details

Contact Name:	Jo Strickland
Telephone Number	01702 462322
Email Address	jstrickland@st-nicholas.southend.sch.uk

Working Together to Enhance Young Lives

