Jennett's Park CE Primary School (Voluntary Aided)
3 Tawny Owl Square, Jennett's Park, Bracknell, Berkshire, RG12 8EB
01344 301269 secretary@jennetts.bonitas.org.uk
www.jennetts.bonitas.org.uk

ADMINISTRATION ASSISTANT SEN

Term Time + 2 additional days
10 Hours | Monday to Friday 14:00–16:00 | Permanent
BFC Grade I, Pay Scale Point 6
Actual Annual Salary: £6,093 (including London Weighting)

Jennett's Park CE Primary School is looking to appoint an efficient and organised Administration Assistant, who can work with our Support Team and SENDCo, to enhance the learning and progress of students within the school.

The role will be varied and interesting, with a focus on supporting the SENDCO to ensure smooth running of the busy department.

The equivalent of GCSE Grade C, or above, in English and Maths is essential for this post, alongside experience of administration. Previous experience of working in a school is desirable.

Jennett's Park has a strong focus on excellence, placing students at the heart of everything we do. By joining our school, you will become part of a supportive and vibrant team that enables every member of our community to live life in all its fullness.

Take a virtual tour of our school here:
https://www.jennetts.bonitas.org.uk/headteachers-office/welcome/school-tour/
or visit us in person; we would love to meet you.

Advert Opens: Friday 21st November
Closing Date: Monday 8th December
Interviews: Thursday 12th December

Application packs can be downloaded here:
https://www.jennetts.bonitas.org.uk/school-office/current-vacancies/
Completed applications should be returned to: recruitment@bonitas.org.uk

The school reserves the right to close this advert early once sufficient applications have been received.

Safeguarding statement: Jennett's Park CE Primary School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff and volunteers to share this commitment. Enhanced DBS will be sought. We particularly welcome applicants form underrepresented groups including ethnicity, gender, transgender, age, disability, sexual orientation or religion.