



West Park

'A caring school where we put pupils and their achievement first'

West Road
Spondon
Derby
DE21 7BT

Head: **Scott McGregor**
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Vacancy

SEND Administrator

35 hours per week 39 weeks per year (term time only)

Permanent

Salary: £16,688 - £19,288. Scale points 3-11

A fantastic opportunity has arisen to join the friendly and dynamic staff team at West Park School.

The school is committed to safeguarding and promoting the welfare of children and young people and this position is subject to an Enhanced Disclosure check under the Rehabilitation of Offenders Act 1974.

West Park is an 11 – 16 school based in Spondon with over 1400 pupils currently on roll. The school prides itself on exceptional pupil achievement, dynamic teaching and learning and excellent behaviour and engagement. We have a committed and talented staff team who work cohesively to get the best for all of our pupils. The pupils themselves are focussed, polite, positive and determined to take full advantage of the range of opportunities provided to them.

The successful applicant will work closely with the Special Educational Needs Co-ordinator (SENDCO) and Special Educational Needs and Disabilities (SEND) department as a whole to provide their administrative support and help our SEND children achieve their full potential.

Applicants must have at least a Grade C in GCSE Maths and English and enjoy the challenge of working as part of a big team. We look forward to receiving applications from motivated and organised individuals who can contribute significantly across the school.

Further information about the post and an application form (Associate Staff) is available on the school's website at: <https://www.westpark.derby.sch.uk/information/school/vacancies.php>

Applications must be made using our application form and should be submitted online via our school website together with a supporting letter explaining why you are suitable for this position.

You may also be required to undertake other duties commensurate with your grade in relation to a post of this nature.

Closing date for applications: 9 am on Monday 12th of June 9.00 a.m.