



School Administrator with Responsibility for EHCP Administration

Up to 37 hours per week, 41 weeks per year (term time plus 5 Inset days + 2 weeks to be agreed)

Hours of work: Flexible to ensure that School Office is covered between the hours of 8am and 4:30pm.

Salary: £19,171 to £19,554 FTE (pro rata dependent on hours)

We have an exciting opportunity for a skilled and motivated individual to be part of the team at Daventry Hill School, a co-educational all-through (4-18) school for pupils with special educational needs in Daventry. The school opened in September 2016 to a limited number of pupils in all age groups; the school has grown each year since then and is expected to be full within the next year, with a roll of 175 pupils. In 2018, Daventry Hill School joined the Creating Tomorrow Multi-Academy Trust, a growing Trust supporting schools who believe that children can achieve irrespective of their learning needs.

Duties will include:

- Administrative support for the school, including Reception duties
- Core administrator for all matters relating to pupil Education, Health and Care Plans (EHCPs)
- Being the first point of contact for all relevant enquiries relating to the annual review meetings and their scheduling

In return for your commitment to supporting our young people, we can offer you a modern working environment, a team of supportive colleagues and the opportunity for professional development.

If you have an unwavering commitment to safeguarding young people, high levels of personal resilience and thrive in an environment where no two days are the same, then we want to hear from you.

For further information, please see below. However, if you have any questions or wish to arrange a visit to the school, please do not hesitate to contact one of our HR Administrator, Shelley Lewis, on 01327 703135 or email:

recruitment@creatingtomorrowmat.co.uk.

Please return completed application forms to:

recruitment@creatingtomorrowmat.co.uk (please note, we are unable to accept CVs) by **10 am Tuesday, 23rd April 2019**.

Interviews will be held week commencing 29th April 2019.