## Assistant Administrator

(SEN & Inclusion)

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| **Job details** |
| Employer | Elthorne Park High School |
| Location | Ealing, London |
| Salary | Scale 5 |
| Actual annual salary for term time 35 hrs pw | £22,751 - £23,996 |
| Contract term | Full time, term time, permanent  |
| **Job dates** |
| Posted | 28.4.22 |
| Closing date | Midday on Monday 16th May 2022 |
| Job starts | ASAP  |

**The school**

Elthorne Park High School is a successful and significantly oversubscribed 11-18 mixed school based in Ealing with 1300 students including 250 in the Sixth Form. Elthorne Park is a high-performing school and in March 2019 Ofsted judged us to be outstanding.

As an efficient, successful and inclusive department, we’re seeking to appoint a SEN administrator to join our team.  The successful candidate will play a pivotal role in managing our administrative responsibilities and will also liaise with other teams to work effectively.  We hope the successful candidate will also have a deep sense of empathy and care for SEND children as these attributes will enhance their performance in this role.

**For further information and an application form please refer to our website** [**www.ephs.ealing.sch.uk**](http://www.ephs.ealing.sch.uk) **and forward completed forms to Ms Wendy Henderson, the Headteacher’s PA on** **whenderson@ephs.ealing.sch.uk**

*The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful applicants will need to undertake*

*a DBS enhanced clearance for the school.*