**Assistant School Administrator**

Salary Range: SC1c (Point 8 – Point 10)

Hours per week: 30 hours

Weeks per annum: Term-time only (39 weeks per year)

Starting salary £13,009 per annum

Our school is seeking a friendly, enthusiastic and hardworking Assistant School Administrator to work in our busy front office.

Marjory Kinnon is a special school for children and young people with moderate and severe learning difficulties, a high proportion of whom have a diagnosis of autism. Our most recent Ofsted inspection judged the school as ‘Good’ with outstanding behaviour. We are very proud of the pupils who learn and excel here.

In February 2018 we will be moving into a new £30m purpose built school, which will better meet the needs of our pupils and enhance their educational experience. We are a happy, friendly and supportive team of professionals, who are committed to raising standards through continuous development and enhancing the learning experiences of our pupils.

We are looking for candidates who are committed to making a difference in the lives of children with additional learning needs. The successful candidate will be approachable and professional and have an attention to detail in their work. Knowledge and experience of working in a school/care office environment would be beneficial.

On appointment, you will receive a comprehensive induction programme, a wide range of CPD opportunities as well as ongoing support from the school leadership team.

Marjory Kinnon School is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and external agencies to share this commitment. All applicants will be subject to DBS checks.

**Closing Date:** Friday 18th August 2017

**Shortlisting Date:** Monday 21st August 2017

**Interview Date:** Tuesday 29th August – Friday 1st September

Please download the application pack and submit your application form to the school office by email on: office@marjorykinnon.hounslow.sch.uk