



**ST OSCAR ROMERO CATHOLIC SCHOOL
WORTHING, SUSSEX BN12 5AF**



APPOINTMENT OF SEND Administration Assistant

**NJC Grade 5 £25,584 (starting point 7) pro-rata
Full time, term-time only plus INSET days
Monday to Friday 8:30am to 4pm
Actual starting salary £22,041 per annum (full time)**

The Governors are seeking to appoint a well organised, highly efficient and enthusiastic person, with excellent interpersonal skills and the ability to relate well with young people, to join our Special Educational Needs Team.

The primary role involves;

- Working alongside the SENCO to updating student records and complete annual reviews
- Working with external agencies to provide support for students
- Keeping student records up-to-date

Applicants must have excellent oral and written communication skills, with GCSEs in English and Maths, Microsoft Office/Excel experience. Previous experience in a similar field is highly desirable, although not essential.

St Oscar Romero Catholic School is a successful, over-subscribed school, enjoying a strong reputation within the local and Catholic communities. There are currently 1080 students on roll and we have waiting lists in all year groups. Our Sixth Form opened in September 2024.

We are a strong Catholic community, in which every member of staff contributes to the spiritual and moral life of the school. We believe in "learning together" and there is a great emphasis placed on relationships and respect within our community. We have an extremely strong code of conduct, standards of behaviour are outstanding and our students enjoy learning.

Key facts about our school:

- Outstanding GCSE results and an upward trend in all subjects
- Progress 8 score of +0.89 in 2024, placing us in the top 2% of schools nationally
- Fantastic students who are motivated, hardworking, and whose behaviour is exemplary
- Fantastic team of staff, who are collaborative, open, and supportive of the students and each other
- Oversubscribed with waiting lists in all year groups
- We were rated 'Outstanding' in our Section 48 Diocesan Inspection in July 2019
- We were rated 'Good' by Ofsted in March 2018. From a recent Ofsted inspection (Section 8, 2023) the report stated 'there is enough evidence of improved performance to suggest that the school could be judged outstanding if we were to carry out a Section 5 graded inspection now. The school's next inspection will be a graded inspection'
- New small academic Sixth Form, with highly aspirational students who want to learn

The school has a commitment to safeguarding children and all posts are subject to enhanced DBS clearance, occupational health check and verified professional references.

HOW TO APPLY

- 1 Complete the WSCC application form giving names of two **professional** referees (one of whom should be your current or most recent headteacher if applicable). **Please do not use an application form from elsewhere.**
- 2 Please ensure you complete your entire job history on the application form with no gaps in employment, even if you enclose a CV. Please explain any gaps in employment.
- 3 Write a supporting letter giving details of why you believe you are suitable for the post.
- 4 Send your application by email to headspa@stromeros.co.uk

The closing date for application is Tuesday, 7th January 2025. Interviews will take place Friday, 10th January 2025.