

Formby High School

'Determined to Achieve'



Formby High School is an 'Outstanding' and heavily oversubscribed 11-19 mixed comprehensive academy with over 1,170 students (250 in the Sixth Form). The school's mission statement 'Determined to Achieve' is the central focus of all our work. The school employs over 120 dedicated and highly effective teaching and support staff who work closely with parents to achieve the best possible outcomes for our students.

Formby High School is committed to safeguarding and promoting the welfare of its young people. The successful applicant will be subject to a DBS check at an enhanced level and personal details will be cross-referenced in line with the school's Safer Recruitment Procedures.

Required to start ASAP.

Administrative Assistant (SEND) 20 hours per week over 5 days

Permanent

Term time only plus 10 days

Starting Salary: SCP 5 on the NJC scale (currently £19,312), pro rata £9,180

We are looking for an Administrative Assistant to join our SEND team. The successful candidate must be able to relate to and engage constructively with young people and work well within a team. Good literacy, numeracy and ICT skills are required as are excellent communication skills.

The successful candidate will have a self-motivated approach and the ability to manage their own daily workload. They will be hard-working, have an eye for detail and have a friendly, outgoing nature. For more information, please contact Lisa Kelly on l.kelly@formbyhighschool.com

We can offer:

- a large campus located in the leafy suburbs close to Formby Village, the National Trust Red Squirrel Reserve and the Sefton coast
- very welcoming and supportive staff and Senior Leadership Team
- students who are engaged, motivated and very well-behaved
- an excellent CPD programme including preparation for senior leadership (such as NPQSL)
- free tea and coffee in the staff room and a 'free lunch' scheme
- a staff well-being programme, including free health checks, massages and occupational health
- excellent transport links from Liverpool, Preston and Manchester

To apply:

- Apply by using the TES application process
- For further information contact Lisa Kelly, HR Officer on l.kelly@formbyhighschool.com
- All applications must be received by 9:00am on 11 October 2021
- Final selection will take place on 14 October 2021

Headteacher:
Mr D A Mackenzie
BA (Hons) NPQH

Freshfield Road
Formby
Liverpool
L37 3HW

01704 873100

enquiries@
formbyhighschool.com

www.
formbyhighschool.com

@FormbyHigh





October 2021

Dear Applicant

**Administrative Assistant (SEND)
Commencing ASAP**

Thank you for your interest in the position of Administrative Assistant. Formby High School is a thriving community comprising engaged students, supportive parents and Governors, and experienced and very willing staff. To find further information, I would encourage you to browse our website.

Formby High School is committed to safeguarding and promoting the welfare of its young people. The successful applicant will need to be DBS (Disclosure and Barring Service) checked to Enhanced level and personal details will be cross-referenced in line with the school's Safeguarding Policy.

If you decide to proceed, please complete the TES online application and within your supporting statement include the following:

- your reasons for applying for the position and suitability for the role
- what you will bring to this position if appointed.

All applications must be received by 9:00am on 11 October 2021. The final selection process will take place on 14 October 2021. Applicants called for final selection will be informed by telephone as soon as possible after shortlisting has taken place.

Candidates called for final selection will receive details of the format of the selection process nearer the time

The decision of the appointment panel (members of the Senior Leadership Team, SEN Department and a Governor) will be informed by the following:

- application form
- performance in any planned tasks
- performance during formal interview

I look forward to receiving your application.

Yours sincerely

**D A Mackenzie
Headteacher**