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| **H:\Images\New Branding 2013\07_Useful_graphics\07_Useful_graphics\02_Crest_typography\crest_typo_rgb_150dpi.png** | **ADVERT** |

Isleworth & Syon School

Ridgeway Road, Isleworth, Middlesex, TW7 5LJ

Tel: 020 8568 5791 Fax: 020 8568 1939

Email: school@isleworthsyon.org

Website: www.isleworthsyon.org

Headteacher: Mr. Euan Ferguson

**SIXTH FORM SUPPORT OFFICER**

**Scale 5 (Outer London) £22,506 - £24,510 (pro rata)**

**Full-time (36 hours/week, term time + 2 weeks in the summer equating to 41 weeks per annum)**

**Required for late August / early September**

***“Staff are proud of the work they do. Building on the long-standing traditions of the school, staff support the development of ‘courteous, respectful and calm’ young men, reflecting the school’s well-established values.”***

**[Ofsted Report – February 2017]**

This is an opportunity to join a very successful school. The post reflects the success of the school and the continued growth of the Sixth Form. We wish to appoint an enthusiastic and highly competent colleague to support a number of aspects of the work in the Sixth Form, ensuring that standards are maintained at a very high level. The responsibilities will include the managements of private study facilities; a range of communications with students, parents/carers and outside organisations; and a number of administrative and additional tasks.

**We are looking for:**

* Relevant successful experience
* The potential for further development
* An ability to build excellent working relationships
* A range of skills appropriate to the post
* Excellent organisation and accuracy in work
* Excellent communication skills.

**Isleworth & Syon School is:**

* A high performing school
* A school with students that exhibit outstanding behaviour (Ofsted reports)
* Committed to supporting staff in a friendly and welcoming environment.

**Application details**

Further recruitment details are on our website [www.isleworthsyon.org](http://www.isleworthsyon.org) under ‘Staff Recruitment’, where you will be able to find our application. The deadline for applications is 9.00 am on Tuesday 18 June.

*We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. The successful applicant will be subject to an Enhanced DBS check, references and other pre and post-employment checks.*

**Placement:** Local Press (Chronicle / Times Group) Job Centre Plus

Local Authority website