



LAMPTON SCHOOL

**LAMPTON AVENUE
HOUNSLOW TW3 4EP**

Tel: 020 8572 1936 / 020 8538 4705

Fax: 020 8572 4702

Headteacher: Stephen Davis

A National Teaching School

N.O.R. 1530 (320 in Sixth Form)

Required to start: ASAP

Teaching School & SCITT Programme Administrator

SCALE 5: Point 11 - 15 (£24,030 - £25,809 fte) 36 hours per week/39 weeks per year (pro rata)

Main Purpose of Role:

The Programme Administrator will share responsibility for providing efficient administrative support for the effective running of the Lampton LWA Teaching School and the SCITT. This will involve working flexibly as part of a team across different areas of the Teaching School and the SCITT using established management systems.

Training will be given on the Teaching School/SCITT specific aspects of the role.

Lampton School is a mixed, multi-ethnic, 11-18 expanding comprehensive school. We are a National Teaching school and a Senior Partner in the Challenge Partnership. Lampton School was judged as "Outstanding" in all categories by OFSTED in May 2008 and again in 2013. It was also featured in the Ofsted report '12 outstanding secondary schools – excelling against the odds'.

Lampton School actively encourages and supports the safeguarding and protection of all its pupils. This post is subject to an enhanced DBS disclosure.

You can access our school website for further information and an application form: www.lampton.org.uk
Please note that C.V's cannot be accepted - you must complete our application form to be considered for this post.

Completed applications to be sent to Rina Sehgal or emailed to: rsehgal@lampton.org.uk.

Closing date: Wednesday 16th October 2019

Interviews will be held: Friday 18th October 2019