



## Vacancy

# SEN Admin Assistant

Salary:	Grade: C, points 2-4 (£18,198 - £18,933 FTE)
Actual Salary:	£12,536 to £13,042 pa
Hours/ weeks:	30 hours per week, term time only including training days, to be worked over 4 or 5 days
Contract:	Fixed Term until 31.08.22

An exciting opportunity has arisen for an SEN Administration Assistant to support the work in our SEND department.

We are looking for an enthusiastic and well organised individual to support the work of the SENCO. It is essential that the successful candidate can work on their own initiative and as part of a team, have excellent IT skills, an ability to manage a number of tasks at the same time and can demonstrate enthusiasm and commitment to working in education.

Closing date: 9am Monday 18th October 2021

Find out more at:

[www.aretelearningtrust.org/vacancies](http://www.aretelearningtrust.org/vacancies)

*Arete Learning Trust is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. Any offer of employment will be subject to satisfactory completion of all pre-employment checks including enhanced DBS disclosure*