



**Priory School, Orchard Avenue, Slough, Berkshire. SL1 6HE.**

**Headteacher: Mrs J Laver**

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**AWARDED 'GOOD' IN OFSTED INSPECTION – MARCH 2019**

**AWARDED 'GOLD' IN INVESTORS IN PEOPLE – APRIL 2019**

## **Priory School Requires a Part Time SEN (Mainstream) Administrator**

Priory School is a "Good" Ofsted rated, diverse & multi-cultural Primary Foundation School located on the outskirts of Slough. There are approximately 786 children ranging from nursery to Year 6. The school also has a Resource Unit with 70 children for pupils with complex needs.

We are looking to appoint a part-time SEN Administrator to support our Mainstream SENCO in providing an accurate, effective and efficient administration provision for the school, specifically relating to our mainstream SEN children.

The successful candidate will have excellent attention to detail, strong organisational and time management skills as well as the ability to work effectively in an established team.

**Salary Level 4, SCP 8-12 (£20,871 to £22,515 FTE, actual salary £10,131 to 10,929 for 20 hours per week, term time only, plus INSET and 2 weeks)**

### **Application information:**

**Closing Date:** 12.00 Friday 20th March 2020

**Interviews:** The date and time of interviews will be communicated to those candidates who are shortlisted.

To apply, please go to our website [www.prioryschool.com](http://www.prioryschool.com) to download an application pack or email [nicky.whitaker@prioryschool.com](mailto:nicky.whitaker@prioryschool.com).

Previous applicants need not apply

The school is committed to safeguarding and promoting the welfare of the children and young people and expects all staff to share this commitment. An Enhanced Disclosure and Barring Service (DBS) check will be sought for the successful candidate.