



Job Advert Administration Assistant - SEND

Thornaby Academy is seeking to appoint an Administration Assistant to work as part of our SEND team. Excellent interpersonal skills are essential along with a flexible approach. If you are a highly motivated, well-organised person who shows attention to detail and you are committed to the well-being of SEND children we would like to hear from you.

At Thornaby Academy we aim to provide an exciting and inspirational environment for young people to learn and succeed. The staff at the Academy work closely as a team to support and guide our young people as they experience a diverse and challenging curriculum which will provide them with every opportunity to achieve their personal best.

Thornaby Academy is part of Falcon Education Academies Trust; a newly formed academy trust established to take on and turn around schools and academies in the north of England with a history of under-performance. The Trust is led by a strong trustee and senior leadership team with a proven track record of school improvement.

Thornaby Academy is committed to Safer Recruitment. Pre-employment checks will be undertaken prior to appointments being confirmed. Positions are subject to Enhanced DBS checks. We expect all adults who work in our Academy to share our commitment to Safeguarding and the health and well-being of our students.

Salary: Grade C – NJC SCP 3 – 6 (£8,409.37 to £8,924.03 pro rata)

Working hours: 20 Hours Per Week, Term Time Only

Start Date: As soon as possible

Contract Term: Permanent

Closing Date: 28 May 2021

The equal opportunities information will not be treated as part of your application and the information you provide will be treated as confidential and used for statistical purposes only.

The position we are filling is exempt from the provisions of the Rehabilitation of Offenders Act and a satisfactory DBS disclosure from the Disclosure and Barring Service is required as part of our clearance procedures.

Applications should be emailed to: d.burlison@thornabyacademy.org.uk

Or alternatively posted to:

Mr D Burlison
Thornaby Academy
Baysdale Road
Thornaby
Stockton-on-Tees
TS17 9DB



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Knottingley, WF11 0EP
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