



West Sussex County Council Thomas A' Becket Infant School

Pelham Road, Worthing, West Sussex, BN13 1JB



Headteacher: Mrs A Dingwall **Deputy Headteacher:** Miss C Wade
SENDCo / Inclusion Manager: Mrs T Bourne **School Business Manager:** Mrs C Foot

Office: 01903 235386

Email: office@tabinfant.org.uk

Website: www.tabinfant.org.uk

Vacancy

Office Co-Ordinator & Special Educational Needs and Disabilities (SEND) Admin Support

Job Summary

Salary	Grade 5, £24,294 - £24,702 (£16,092 - £16,362 pro rata)
Location	Thomas A'Becket Infant School
Address	Pelham Road, Worthing, BN13 1JB
Website	www.tabinfant.org.uk
Email	vacancies@tabinfant.org.uk
Telephone No	01903 235386
Required From	asap
Contract	Permanent (term-time only) 29.5 hours per week

Job advertisement

Thomas A' Becket Infant School is a very large, friendly Infant School with 540 children on roll. An exciting opportunity exists for an experienced, efficient and well organised person with an outgoing and friendly personality, and a positive attitude to join our busy school.

You will play an important part in our professional team, leading the front office team and supporting pupils, parents and staff. You must therefore have strong interpersonal and communication skills, in person as well as in written communications and when using the telephone. You will also be able to demonstrate excellent organisational skills and be able to work independently in order to balance the range of tasks within the role.

You will provide a first-class standard of administrative support to the SENDCo / Inclusion Lead, including maintaining all necessary records, correspondence and communications and ensuring all appropriate administrative and regulatory procedures are undertaken. You will therefore have highly competent IT skills and excellent attention to detail.

The role will include working with children and families as you will act as a point of liaison for all visitors to the school relating to SEND matters. You will be able to develop and maintain positive working relationships with staff, parents, carers and professionals.

The successful applicant will also provide cover as required for the main office, including administering first aid. You will either already have or be willing to undertake a Schools First Aid qualification.

Given the nature of the role, the post holder must maintain the highest standards of integrity, confidentiality and impartiality in all school dealings and in particular in dealings with parents and outside agencies.



More detailed information about our school can be found in the attached information and on our school website www.tabinfant.org.uk. Visits to our school to meet with our Business Manager and SENDCo are welcomed - please telephone Claire Foot, Business Manager for an appointment on 01903 235386.

Completed applications including a letter of support not exceeding two sides of A4 paper should be sent by e-mail to vacancies@tabinfant.org.uk

This role is a permanent, term time only contract. Working hours are 9:00 am to 4:00 pm Mon and 9:45 am – 4:00 pm Tues – Fri, including a 30 minute break. There may be occasions when some flexibility in working hours may be required.

Thomas A Becket Infant school is an equal opportunities employer. We are committed to safeguarding and promoting the welfare of children and this post is subject to DBS and pre-employment checks.

West Sussex County Council meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974. Please note, because of the nature of this job, if you are successful in your application you will be subject to an Enhanced Disclosure and Barring Service check. This will be done by means of applying for an "Enhanced Disclosure". Disclosures include details of cautions, reprimands or final warnings as well as convictions, spent or unspent.

Candidates invited to interview should be aware that relevant criminal convictions and other associated information will be discussed at the interview in order to assess job-related risks.

Closing date for applications is: 9:00 am Tuesday 16th April 2024 *
Interviews will be held week commencing 22/04/24 *

* We reserve the right to bring forward either of these dates for suitably qualified applicants (either by qualification or experience)

