



## Administration Assistant – Danecourt School

<b>Position:</b>	<b>Administration Assistant</b>
<b>Contract Type:</b>	<b>Permanent</b>
<b>Contract hours:</b>	<b>37 hours per week – term time plus staff development days</b>
<b>Salary:</b>	<b>D2 point 4-11 (£18,426-£21,166) pro rata</b>
<b>Closing date:</b>	<b>Tuesday 27<sup>th</sup> August 2019</b>
<b>Interview date:</b>	<b>To be advised</b>
<b>Required from:</b>	<b>September 2019</b>
<b>Location:</b>	<b>Danecourt School, Hotel Road, Watling Street, Gillingham, Kent ME8 6AA</b>

Danecourt is a special school catering for primary aged children who have special educational needs. The school caters for children with a wide breadth of need including complex learning difficulties, autism and social emotional mental health needs.

At Danecourt, our mission is to provide all pupils with a “stimulating learning environment where every individual is valued, respected, safe and successful”. All pupils receive a personalised curriculum tailored to meet their specific needs.

We are looking to recruit an Administration Assistant to enhance and develop our existing support structure. Candidates should be calm, organised and self-motivated with excellent interpersonal and IT skills.

You will be working in a busy environment and should be flexible and enjoy working as part of a team with a ‘can-do’ approach. You will contribute to delivering a high quality and efficient support service to the school.

The working hours 37 hours per week, Monday to Friday term time only plus staff development days.

### Further Information

Application forms are available from our website. On completion of your application, please email to [hr@barnsoleprimarytrust.org](mailto:hr@barnsoleprimarytrust.org). For further details about our School/Trust, please visit:

<http://www.danecourtschool.com/>

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***Danecourt School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. An enhanced DBS (Disclosure and Barring Service) with barred list check is required for all successful applicants.***