



Administrative Support Assistant at Horizons 6th Form

Job Title – Administrative Support Assistant

Salary – SET Grade 4 SCP 13-16 £18,933-£19,698 (Actual salary of £10,656.91 - £11,087.51)

Hours: 24 hours per week 39 weeks per year (Term Time plus INSET)

Contract type: Permanent

Start date: ASAP

Location: Horizons 6th Form, The Guildhall Market

This is an exciting opportunity for you to join the Administration Team in our outstanding and innovative school which is proudly part of the Shaw Education Trust.

St Martins is an 11-19 Special School in Derby, with a mixed student profile of children and young people with a range of learning difficulties and additional complex needs. The school also has a Post-16 Provision called Horizons for Entry 2 – Level 1 learners. We aspire to the highest standards for all within our school community. We received our third consecutive 'Outstanding' OFSTED in June 2017 and we continue to aspire to the highest standards for students and our staff teams.

We are looking to recruit an Administration Assistant to join our skilled, committed and enthusiastic team.

St Martins School is committed to safeguarding and promoting the welfare of children and young people and all posts are, therefore, subject to pre-employment checks, references will be sought and successful candidates will be required to undertake an enhanced DBS check.

Application and Selection: All candidates are required to submit an application form, supporting letter and Recruitment Monitoring Form for this role, which can be obtained from the St Martins School or Shaw Education Trust's website.

Closing Date: 13th May at 12:00pm midday. Interview Date: 19th May.



Debbie Gerring **Headteacher**

St Martins School, The Derwent Campus, Bracknell Drive, Alvaston, Derby, DE24 0BT
Tel: 01332 571151 **Email:** admin@stmartins.derby.sch.uk **Online:** www.stmartinsschoolderby.co.uk



Candidates should send their completed application form, recruitment monitoring form and supporting letter to Victoria Theobald, PA to Headteacher – v.theobald@stmartins.derby.sch.uk. CVs will not be accepted.

We appreciate that in the current circumstances you may not be able to visit the school ahead of making an application, however if you have any enquiries prior to applying, please contact the Assistant Head, Rachel Cooper by email on r.cooper@stmartins.derby.sch.uk.



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