**VICTORIA & EBOR GARDENS PRIMARY ACADEMY**

**Inclusion Administrator – Start September 2021**

Permanent position

Term time only + 5 (37 hours)

C1 12 – 17 FTE £22,183 - £24,491 Actual £ 18,889 - £ 20,855

Ebor Gardens and Victoria Primary Academies are looking for a passionate, committed person to work closely with our SENCO team in supporting the work of the SENCOs in school. We are sister schools, working in close partnership since joining Wellspring Academy Trust in 2016, and believe our capacity to be brilliant is infinite.

It is our great ambition to:

* offer the best primary school experience it is possible to create
* ensure every child is happy, enjoys school life and creates life long memories in their time with us
* enable every child to achieve and reach their full potential
* ensure every child benefits from strong, trusted and supportive relationships with adults in school

We believe that a school can best be judged on how it meets the needs of its most vulnerable children. For that reason, we are forming a brand new SEND team and this role is a wonderful opportunity to join a staff team who are on the brink of achieving fantastic things, together.

We are looking for someone with excellent administration skills and an attention to detail that is required in such an important role in school. We are fully committed to your professional development and some of the knowledge and understanding of SEN processes will be given in a comprehensive induction process.

Full details are outlined in the job description but some of the key requirements include:

* Administrative experience
* Attention to detail in performing tasks with accuracy
* A person who has shown a passion for inclusion
* Someone with good communication skills who is able to deal professionally with a wide range of external professionals and parents.
* Enthusiastic about your role in a school environment which sees pupils at its heart.
* Committed to your own professional development
* A strong team player who enjoys collaboration with colleagues

For more details, you should speak with Emma Nuttall at Victoria Primary Academy

Ad live: 08/06/2021

Ad closes: 12 noon 22/06/2021

Shortlist: 22/06/2021

Interview 30/06/2021