



St Anthony's School
Woodlands Lane
Chichester
West Sussex
PO19 5PA

Learning Together

St. Anthony's is an outstanding special school that caters for pupils aged 5-16 years with complex learning needs. The school is highly regarded in the community. Currently the school is one of the lead schools in 'Novio' which is part of the West Sussex SEN hub initiative supporting pupils with SEND in mainstream education. The school is committed to safeguarding the welfare and safety of its pupils and expects all staff to share in this commitment.

Required from September

Administrative Assistant

37 hours per week permanent contract

8am to 4pm with 30 mins for lunch 4 days and 8am to 4pm with one hour for lunch one day per week

Term Time plus INSET Days

We are looking for a capable, organised and effective person to join our office team in this friendly Special School. Previous experience in a school office is highly desirable. **A knowledge of MIS systems, such as Bromcom, would be beneficial but not essential.**

We can offer you:

- A supportive team with a passion for continuous improvement
- A commitment to professional development
- A collaborative working environment

We are looking for someone who:

- Has excellent communication, IT and office skills.
- Has experience of working in a busy environment role.
- Enjoys working with children and their families.
- Is able to communicate with a wide range of people and to treat all confidential matters with tact and discretion.
- Is a team player
- Is adaptable and willing to learn
- Works hard, is enthusiastic and self-motivated

Salary Range *Grade 6 Point 9*

Actual Salary *£21,640.99*

Further details from Emma or Mary on 01243 785965 or email: recruitment@st-ants.org

The closing date for applications will be: Monday 8th July 2024 at 9am.

Interviews will be held on Thursday 11th July 2024.

This job will start in September 2024.

To find out more about the school view our website at: www.st-ants.org