



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 for the Outreach Programme with the Local Authority 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 as soon as possible

Office Administrator and Finance Assistant

37 hours per week permanent contract

(Part time applications for four days per week would be considered)

Term Time plus INSET

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 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: 27,254 to £28,598 pro rata. Grade: 6 SCP: 9-12

Actual Salary: £23,480 - £24,638

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

The closing date for applications will be: 16th October 2025 at noon with interviews to be held Friday 17th October 2025

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

