



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 4-16 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 for October 2026

Administrative Assistant

21 hours per week permanent contract – maybe more hours available in the future (term time plus INSET)

Monday-Wednesday, 8:15am to 3:45pm with 30 mins for lunch

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 SP 9

Actual Salary: £13,326 pending pay award

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

The closing date for applications will be Monday 21st September 2026 at 9am

Interviews will be held on Tuesday 29th September 2026

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