



## **SEND ASSISTANT**

Contract type: Permanent  
Appointment type: Term time plus one week  
Salary Scale: SCP 4 - 6 (£ 11,221- £11,599 p.a. Actual Annual Salary  
(Pay award pending)  
Hours: 21 hours per week (8.30 am – 4. 00 pm)

We are looking to appoint an Administration Assistant to support in our SEND department, to provide administration support to the SENDCo and co-ordinate SEN testing and reviews.

The successful applicant will be a flexible and professional person, a team-player, with good literacy, numeracy and communication skills as well as an ability to use their initiative. Applicants must be computer literate and have achieved qualifications in English and Maths equivalent to GCSE grade 9-4 (A\*-C), or demonstrate a willingness to work towards achieving these qualifications.

Experience of working in a school would be beneficial.

The Academy offers:

- Local Government Pension Scheme
- Hot and Cold food available to purchase onsite
- Free on site car parking and secure cycle store
- Cycle to work scheme

**Application forms and further details are available by contacting the Academy as follows:**

Email: [enquiries@branstonca.lincs.sch.uk](mailto:enquiries@branstonca.lincs.sch.uk)  
Tel: 01522 880400

**Closing Date: Monday 4<sup>th</sup> November 2024**

*Interviews will be held in the week commencing 11<sup>th</sup> November 2024.*

***Branston Community Academy is committed to safeguarding and promoting the welfare of young people and expect all staff share this commitment.***

***All posts will be subject to an enhanced DBS disclosure, medical, reference and social media checks.***

***All Pre-employment checks are in line with "Keeping Children Safe in Education"***