

Advert

EASTBURY COMMUNITY SCHOOL

Hulse Avenue

Barking

Essex IG11 9UW

Attendance Manager & SEN/D Administrative Assistant (3-19)

Required: ASAP

Permanent contract

35 hours per week – Term time only

Scale 6 £25,242 - £26,805 (pro-rata)

Roll 1800 (Secondary) 270+ (Primary)

Eastbury is a successful, well ordered and inclusive school serving an ethnically diverse community. Our brand new purpose built primary accommodation opened in September 2016 and our new secondary buildings opened in January 2017. The school is located within easy walking distance of Barking tube and mainline station.

We are currently seeking an Attendance Manager and SEN/D Administrative Assistant who will manage attendance under the direction of SLT and provide administrative support to the Lead for SEND / Inclusion. The successful candidate will work with the Attendance team to promote positive attendance to school as well as completing home visits when required as a means to improving student outcomes, along with maintaining accurate records, administrative duties and supporting the SENCO.

This is an excellent opportunity for a dedicated administrator, in a successful, well ordered, and inclusive 3-19 all through school. We are at the heart of an ethnically diverse community in London East. We have just celebrated record breaking public examination results in 2018 with many pupils achieving top grades at both GCSE and A level.

For further information, a job description and an application form please see the school website www.eastbury.bardaglea.org.uk. Completed forms should be returned to the Headteacher's PA, Karen Dunnell kdunnell@eastbury.bardaglea.org.uk

The closing date for applications is 22nd April 2019 and interviews will be held on 3rd May 2019.

Eastbury School is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks including enhanced DBS checks. **CVs will not be accepted.**