

Derrymount School

Head Teacher: Cathy Clay

Website: www.derrymount.notts.sch.uk

Email: office@derrymount.notts.sch.uk & head@derrymount.notts.sch.uk

Charity Number: 1116073



Finding Pathways to Learning & Living

FULL-TIME ADMINISTRATIVE ASSISTANT

37 hours per week term time only –

Grade 2 (point 2-4 £18,448 - £19,183) per annum pro rata

The Governing Body of Derrymount Special School are looking to appoint a friendly and enthusiastic person to assist the school office team and teaching staff at our Sherbrook Road site. We are looking for someone who can use their own initiative, is flexible, well organised and has good communication skills. If you have a positive attitude and enjoy working in a close team then we would like to hear from you. Duties will include minute taking, reception duties, collection of money and general clerical support. Previous school experience would be advantageous although full training in the school software will be given. Derrymount School is a split site provision, and the successful applicant could be required to work across both sites.

Derrymount School is committed to safeguarding and promoting the welfare of children and young people. The post is subject to an enhanced DBS disclosure.

Visits to Derrymount are warmly welcomed, by prior arrangement.

APPLICATION FORMS AND FURTHER DETAILS FOR THE ABOVE POST ARE AVAILABLE FROM THE SCHOOL BUSINESS MANAGER, WENDY PAGE. sbm@derrymount.notts.sch.uk TEL: (0115) 9534015

CLOSING DATE FOR APPLICATIONS – Friday 21st January 2022

INTERVIEWS TO TAKE PLACE ON - Tuesday 25th January 2022

- We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff to share this commitment and undergo appropriate checks.

Churchmoor Lane, Arnold, Nottingham, NG5 8HN, Telephone: (0115) 9534015, Fax: (0115) 9534025
Sherbrook Road, Daybrook, Nottingham, NG5 6AT, Telephone: (0115) 9675020

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- All posts in Primary, Secondary and Special Schools are subject to an enhanced Disclosure and Barring Service check. All posts in schools, unless stated otherwise, are suitable for a job share arrangement.
- The County Council welcomes applications from all, irrespective of gender, marital status, disability, race, age or sexual orientation for posts within County and Controlled Schools and in Colleges.

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