



Hulme Hall Grammar School

Vacancy for SEND Team Administrative Assistant

Hulme Hall Grammar School, Stockport

(An independent school for boys and girls)

Start Date **September 2022**

Contract Type Permanent, 35 hours per week, term time only (35 weeks per year)

Salary c£15,000 (actual salary)

Closing Date **Monday 25th July at 1.30pm**

Hulme Hall Grammar School is noted for its caring and nurturing ethos and focus on the individual child. We are committed to safeguarding and promoting the welfare of children. The successful candidate(s) will be required to undertake all appropriate safeguarding and employment checks and the appointment will be subject to satisfactory clearance by the Disclosure and Barring Service.

The Governors are seeking to appoint an outstanding, dynamic, and highly motivated SEND Team Administrative Assistant who will join our SEND Team supporting the SENCo and Enrichment Department Manager. The postholder will provide administrative support undertaking a range of tasks such as minute taking, preparation of statutory documents and other administrative tasks as required.

The successful candidate will be highly motivated and able to collaborate with other team members across the school. The postholder will need to be able to learn new processes and procedures quickly and effectively. Experience of SEND within a school environment would be an advantage but not essential. The role will require the ability to act on your own initiative, dealing with any unexpected problems that arise.

We would be prepared to consider applications from candidates who would prefer to work part-time.

For a job description, person specification and application form please email the Headmaster's Secretary, Mrs Cooke, at d.cooke@hulmehallschool.org. Alternatively, telephone 0161 485 3524 (option 2). These documents can also be downloaded from the school website at: www.hulmehallschool.org. Go to the Vacancies section.

A fully completed application form, to include details of two confidential referees should be addressed to The Headmaster, Hulme Hall Grammar School, Beech Avenue, Stockport SK3 8HA. Completed applications may also be emailed to Mrs Cooke at d.cooke@hulmehallschool.org

The closing date for applications is Monday 25th July at 1.30pm.

Interviews are scheduled to take place in the week beginning Monday 1st August.