



THE DUCHESS'S COMMUNITY HIGH SCHOOL

Taylor Drive
Alnwick
Northumberland
NE66 2DH

"Where students want to be, Where staff want to work, Where community works"
NOR 1499 (including 260 in the Sixth Form)

Student Support Admin- Priority Focus

Permanent post, 23 hours per week, Term Time + 1 day.

Salary: Band 3 - £10,012 - £10,212 (pro rata of £19,312 - £19,698)

Required for September 2021

We are seeking a committed individual to join our unique and successful student support team in an admin role. This post provides excellent opportunities for individuals interested in working to support provision for young people including those who have additional needs. The successful candidate will have opportunities to work with colleagues and key stakeholders in tracking and recording support for students with a wide range of needs across all key stages.

Student support has a rewarding but busy nature and we are seeking a team member who is efficient, calm under pressure and able to think creatively to help solve problems. The successful candidate will work as part of the broader student support team and be integral to the upkeep and tracking of statutory documentation as well as school systems and internal information collation. We want to invest in successful applicants and help them progress through their own career. We are looking for candidates who share the same values as us as we continue to grow our team.

Further details of this post and an application form are available on our website (www.dchs-alnwick.org) Further questions or a virtual discussion can be arranged by emailing the school at admin@dchs-alnwick.org

The School is committed to safeguarding and protecting the welfare of children. The successful candidate will be subject to an enhanced DBS check.

Closing Date: Thursday 29th July 2021 at 1.00 pm