



### **Apprentice Administration Assistant Level 3**

**Scale Point – 70% of SCP 2 £18,516 (pro rata) (actual salary £11,085)**

**37 hours per week, term time only + 5 (inc. training days)**

**Required for: September 2022 (18 Months)**

**Fixed term contract**

TMWS is looking to appoint an Apprentice Administrator to join our busy Special Educational Needs (SEN) administration team.

- Do you enjoy working in a busy and vibrant environment?
- Do you have excellent interpersonal skills?
- Do you have GCSEs in English and maths at grade 5 or above?
- If you are excited by your answers to the above questions then you may be the right candidate to join #TeamTMWS

The successful candidate will work towards attaining a L3 administration qualification. You will build relationships with children with additional needs, and gain an understanding of local authorities' procedures and policies and gain an understanding of conditions associated with SEN. You will also assist our reception team and should have excellent communication skills to be able to respond to enquiries from parents, carers & stakeholders. Our admin team share the responsibility for first aid & you will be trained to be a part of this rota. The position requires frequent use of ICT skills so the candidate must be confident with using computers and office software.

We are a small school, proud of our traditional rural heritage, yet ambitious for the future of all our students. Our size is a real strength as it enables students & their families to work closely with the teaching & support staff at the school, building positive working relationships. We believe that students achieve best in a supportive & positive environment – & that is what you will find in our school.

*TMWS is committed to safeguarding & promoting the welfare of children, young people & vulnerable adults, & expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers & the Disclosure & Barring Service (DBS).*

For further details, please see the school website [www.tmws.co.uk](http://www.tmws.co.uk), call Sarah Florence on 01430 876025 or e-mail [sflorence@tmws.co.uk](mailto:sflorence@tmws.co.uk). Candidates are welcome to visit the school prior to formal application.

Please note this school does not have the resources to send individual notifications to all applicants who are not shortlisted so if you have not been contacted within 2 weeks of the closing date you should assume you have been unsuccessful.

Completed applications should be returned to [sflorence@tmws.co.uk](mailto:sflorence@tmws.co.uk)

**Closing date:** Midday 26 July 2022

**Interviews:** Week commencing 1 August 2022

*Respect | Honesty | Compassion | Resilience | Industry | Courage*

