



**Admin (Pupil) Vacancy
Admin & Organisation Level 2
Monday to Friday term-time only Plus 1 week
32.5 hours p.w. 8.45am – 3.45pm-Monday-Friday**

**Salary range- Grade 4-Scale point 8-10 (£23,406 – £24,258)
Pro-Rata (£19,128- £19,824)**

Qualifications/Experience required

We are looking for a Skilled enthusiastic flexible Admin Assistant (pupil) to Join our busy admin team we seek an individual with experience of having worked in a school or similar setting. We are looking for someone with good customer service skills someone who can work well on their own as well as part of a team, be a strong multi-tasker in a busy environment .As the role is primarily dealing with pupil admin Our ideal candidate would be some with experience/understanding of EHCP co-ordination. Strong IT skills and knowledge of SIMS

Red Gates school provides education for children with severe and multiple learning difficulties, and autism age 3 – 11 years.

If you wish to have an informal chat regarding the role,
Please contact the Business Manager on 0208 651 6544

Please apply to: admin@redgates.croydon.sch.uk for an application form and job description

TEL: 020 8651 6540

Tenable from: 23 November 2020 (or sooner)

Closing date: Thursday 23th October 2020 at 12.00 noon

Final shortlisted candidates will be invited to attend an interview on
Friday 06 November 2020

Red Gates is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Successful applicants will be subject to an Enhanced Disclosure DBS check.

