

**HILLTOP PRIMARY ACADEMY**

**SEN ADMINISTRATOR**

**NJC Grade D2 point 4-11 - £9,152 - £10,501per annum**

**(£19,264 - £22,129 FTE)**

**Hours: 21 hours per week, 38 weeks per year (term time only)**

**Location: Hilltop Primary Academy**

**Are you a confident professional administrator? If so read on!**

Hilltop Primary Academy is seeking a confident administrator to support the work of the SENCO. This role will involve providing a comprehensive professional and confidential administrative service, managing data in respect of SEN student records, together with developing systems for cross referencing data. The role will also involve assisting the SENCO in analysing this data.

Hilltop Primary Academy is part of the Skills for Life Trust. The Trust have developed a set of core values for staff which are promoted, encouraged and led by our CEO, Mr Andy Reese. The values help to ensure staff have a healthy work-life balance, are recognised and praised for their work, and are empowered to make decisions. As part of the Skills for Life Trust you will be involved in collaborative working across the primary and secondary settings.

**We encourage applications from those who may not meet all elements of the person specification, as the Trust are keen advocates of staff training and development.**

Amongst the many benefits of working within the Trust you will receive;

* Skills for Life Trust values
* Free Private Healthcare Cover
* Personal development and promotion opportunities across the Trust
* Trust wide focus on staff wellbeing
* A supportive environment
* Secure car parking
* Access to the National College\*

\*The National College provides engaging CPD in a high quality video format on the latest practice, policy and research, working with some of the leading experts in education.

**Please check out this video for more information about Hilltop Academy**

<https://youtu.be/X9cZc19JNx0>

If you would like an informal discussion about the role, please call the HR Department on 01634 861596 ext: 337 or email [hr@sflt.org.uk](mailto:hr@sflt.org.uk) who can arrange this for you.

# The Skills for Life Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to an enhanced disclosure from the Disclosure and Barring Service (DBS Check) and the receipt of two satisfactory references.

**www.sflt.org.uk**

**Closing Date: 5th June 2022. We reserve the right to close this advertisement early if we receive a high volume of suitable applications.**