



Queen Mary's Grammar School

Headmaster: R J Langton, M A

SEN Administrator

NJC Pay scale point 5

£10.01 per hour

Part time: 2 days per week (15 hours flexible to suit the needs of the school and successful post holder)

To start September 2021

Queen Mary's Grammar School is an invigorating and rewarding place to work, the pupils are focused and committed to study with friendly and forward looking staff.

We are looking to appoint a SEN Administrator to support our SEND team and students. Queen Mary's Grammar School prides itself of creating a nurturing environment and we are seeking to appoint a committed and enthusiastic individual to establish positive relationships with our students and offer a high standard of support allowing our students to achieve their very best.

Applications

For an application form and an information pack applicants should visit the vacancies page of our website at <http://qmg.s.walsall.sch.uk/>

Applications are required using the School's standard application form along with a covering letter setting out your experience and how this matches the requirements of the role. Application forms should be returned to s-sahota@qmg.s.walsall.sch.uk

To discuss the role further please contact Simran Sahota, s-sahota@qmg.s.walsall.sch.uk

Closing date: Monday 5th July – 9:00am

Interviews: W/C 12th July 2021

Queen Mary's Grammar School is committed to equal opportunities and safeguarding and promoting the welfare of children and young adults. We expect all staff to share this commitment. All post-holders are subject to a satisfactory enhanced Direct Barring Service disclosure.