



Judged as “OUTSTANDING” OFSTED October 2014

Have you got the energy, vision and passion for SEN to join our team?

The Castle School meets the individual needs of 170 pupils between 3 and 19 years, all of whom have learning difficulties (MLD, SLD, PMLD ASD.)

“The school is a calm and harmonious place of learning”

OFSTED October 2014

“Pupils behaviour is outstanding”

“Pupils love their school”

OFSTED October 2014

School Administrative Officer (Post 16) – SEN School

Grade C £16,863 – £17,972 pa, pro rata
(£14,164 – £15,096 pa, actual range)

Monday to Thursday, 8.00am – 4.00pm, Friday, 8.00am – 3.30pm
Start date: January 2019

You will be the first point of contact at The Castle School's Post 16 unit, responsible for all administration, including answering phones, liaising with the school's main office, Newbury College and arranging some site maintenance. The Post 16's Administrative Officer will be responsible to the Head of Post 16. Please see job description/person specification for full details.

The ideal candidate will have excellent people skills and be able to communicate confidently and effectively, both orally and in writing. Applicants should be competent at multi-tasking, have impeccable attention to detail, good communication skills, the ability to work with minimal supervision and prioritise workloads in order to meet deadlines whilst being flexible and able to work with staff at all levels.

Please contact **Atul Attra** for an application pack, for further information please call 01635 42976 or email office@castle.w-berks.sch.uk

Closing date: 12 November 2018 • Interview: 22 November 2018

The Castle School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All successful applicants will be required to undergo child protection screening including checks with current and previous employers and the Disclosure & Barring Service.