

Brunswick Primary School

Headteacher: Mr Shaun Collins

Chair of Governors: Mrs Helen Johnson

Telephone: 01273 711816

E-mail: office@brunswick.brighton-hove.sch.uk

Website: <http://www.brunswick.brighton-hove.sch.uk>

Somerhill Road

Hove

BN3 1RP



Date as Postmark

Dear Candidate,

Thank you for contacting us about our current Special Educational Needs Co-ordinator's (SENCo) Admin Support vacancy.

I have pleasure in sending you an application form and further information about the role.

We are the largest primary school in Brighton and Hove with approximately 890 pupils on roll.

We are seeking to appoint an enthusiastic, highly organized and efficient individual to provide administration support to our SENCo.

The successful candidate will:

- Possess excellent communication skills to build positive relationships with pupils, parents/carers, staff and visitors to the school
- Be organised and able to manage their time efficiently, working to deadlines
- Have experience of working in a fast-paced environment and be able to work in a calm and professional manner at all times
- Have strong IT skills

The working pattern will be Monday to Friday, 4 hours each morning, 8.30am – 12.30pm. Start and finish times can be negotiated with the successful candidate, if necessary.

I look forward to receiving your application which can be emailed to the School Business Manager at lizmoore@brunswick.brighton-hove.sch.uk

The closing date for applications is 12 noon on Friday 28th June 2019. Interviews will be held on Tuesday 9th July 2019.

Yours sincerely,

Shaun Collins
Headteacher

Brunswick Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.