



## Administrative Assistant for Vulnerable Students

**37 hours per week, Term time plus 1 week. Permanent.**

**Scale E Point 7-11, Actual Salary £22,608 to £24,097**

Notre Dame High School is an 11-18 highly successful and oversubscribed Roman Catholic school with Academy status. We are part of the St John the Baptist Catholic MAT. We are a 2024 Ofsted rated 'Good with Outstanding features' school, one of only 37 EEF Research Schools nationally, and a designated Teaching School Hub.

We are looking to appoint an enthusiastic and capable Administrative Assistant for Vulnerable Students to join our school SEND Team. Providing administrative support to the SENDCO and the Assistant Headteacher responsible for disadvantaged students; ensuring the effective management, and maintenance, of student records and supporting the coordination of vulnerable student provisions. The appointee will be expected to be proactive and show initiative, and display attention to detail and respect for the confidentiality of the position.

This post is available 37 hours per week, Term Time plus 1 week, however, job share and other flexible working arrangements will be considered.

Whilst experience of working in an educational environment is desirable, it is not essential.

Join us at Notre Dame and benefit from:

- a culture which values respect, honesty and kindness;
- great training, leading to great professional development and career progression;
- an outstanding quality of relationship between pupils and staff, and between pupils themselves;
- a driven focus on reducing staff workload.

For an application form and further details including a job description and person specification, please visit our website at [www.ndhs.org.uk](http://www.ndhs.org.uk).

**We are unable to provide sponsorship for this position, so please ensure you have the right to work in the UK before you apply.**

Preliminary visits to the school or discussions regarding the post are welcome by arrangement with Faye Bunn [FBunn@ndhs.org.uk](mailto:FBunn@ndhs.org.uk)

**Closing date:** Friday 27<sup>th</sup> February 2026 by 9am

**Interview date:** Friday 6<sup>th</sup> March 2026

Notre Dame High School welcomes applications from members of minority ethnic communities and those with disabilities. The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Enhanced DBS clearance is required for appointment to this post.