

St George's School
Harpenden

Application Pack for Candidate

Learning Support+ Administrator

Full-time, Term time plus 1 week



Outstanding in all areas - *Ofsted (March 2025)*
Outstanding in boarding provision - *Ofsted (September 2023)*



About St George's Learning Support Department



All students, including those identified as having special educational needs and disabilities, have a common entitlement to a broad and balanced academic and social curriculum, which is accessible to them, and to be fully included in all aspects of school life.

At St George's, we aim to provide and ensure quality teaching in the classroom, with the need and requirement of differentiation and being adaptable, paramount. We offer further support to students through one-to-one interventions, specific styles of learning, and the use of resources to remove barriers to learning.

Our key focus is to raise and nurture the aspirations and expectations of all students with SEND. When appropriate, we devise individualised learning programmes for our pupils. We also set up a framework of learning support within our mainstream classes, in a number of subjects and for different age groups. Students with a variety of learning needs can make progress at their own rate, while at the same time gaining confidence in their ability to tackle a variety of curriculum subjects.

The Learning Support Department is led by our SENDCo with assistance from the Assessment Officer and Learning Support Manager. Currently, there are two Learning Support Leads and 12 Learning Support Assistants within the team.



About the Role



We are seeking a organised and proactive individual to provide general administrative support to our Learning Support Department.

You will provide a full range of support to the team, including managing administrative procedures and systems, maintaining budget spreadsheets, handling enquiries and liaising with parents, staff and external agencies.

The successful candidate should have:

- Relevant administrative work experience
- Strong numeracy and literacy skills
- Ability to master Microsoft office applications including Word and Excel
- Excellent organisational skills
- Ability to work within a team
- Empathy and understanding of young people's needs

Please refer to these documents for further details:

- Job Description
- Working at St George's School



About the Role



Contract: Permanent, full-time

Grade: H4 (Basic salary £25,989 to £27,254 plus annual outer fringe allowance of £729)

Hours: 37 hours per week across Monday to Friday

Term time plus 1 week

Core working hours are 8:00 am to 4:00 pm (Mon to Thur) / 3:30 pm (Fri)

Actual Salary: £22,853 to £23,935 per annum inclusive of fringe

Start Date: As soon as possible - subject to satisfactory pre-employment checks

