



## Administration Lead & PA to the Headteacher

Full time 37 hours per week | 42 weeks each academic year | Points 18 – P23 pro rata | Actual salary £26, 713 -£29,275 (pay award pending) | Autumn term 2024



### Our school

Royal School for the Deaf Derby is a unique provider of day and residential placements for deaf children and young people aged 3 – 19.

We are a speaking and signing community with a qualified, competent and confident staff team working together to ensure all children and young people leave with the know-what and know-how to enjoy the best opportunities in life.



**The role** We are looking for a highly organised administrator with experience of supporting senior leaders. Excellent ICT, interpersonal and communication skills are a must. A sound working knowledge of a range of Microsoft Office packages and experience of management information systems is vital. The role demands working with flexibility across a range of activities including front line management of a busy office team, managing new pupil recruitment processes from initial visit to placement offer, overseeing and participating in key school events throughout the academic year, providing day to day support to the Headteacher.

*Find out more about who we are and what we've been up to on our webpages at <https://www.rsdd.org.uk/> and social media feeds including our famous BSL news round at <https://www.rsdd.org.uk/news> and/or contact us for an informal chat or to book a visit in person on Wednesday 28 September 2024 or Tuesday 03 September 2024*

**Our aspiration is to be an employer of choice** All staff enjoy a personalised continuing professional development plan. Not a British Sign Language (BSL) User? Not a problem. Our expert BSL Team deliver accredited training up to and including L4 – classes are free and fun!

Need some flexibility? Applicants who wish to work full time, annualise hours, job share or need to juggle school runs or other life commitments are welcome to apply. If we can say yes we will; if we can't we'll keep the conversation open and do our best to find a solution that works for everyone.

Royal School for the Deaf Derby is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff to share this commitment. The role you are applying for is a Regulated Activity as defined by the Safeguarding Vulnerable Groups Act 2006 (as amended). Appointments are subject to a satisfactory criminal record check at an enhanced level. In line with changes KCSIE the school has considered and implemented online searches of candidates to help identify any matters that may merit exploration at interview.

Further job details and application documents can be downloaded from our website at <http://www.rsdd.org.uk/job-opportunities> You can also request these and/or arrange an informal discussion or visit by contacting Paul Burrows at Royal School for the Deaf Derby Ashbourne Road, Derby DE22 3BH Voice: 01332 362512 Email: [paul.burrows@rsdd.org.uk](mailto:paul.burrows@rsdd.org.uk) or Voice, SMS & BSL WhatsApp 07927 585176

Closing date for applications: Monday 09 September 2024

Interviews: Thursday 19<sup>th</sup> September 2024