



Teaching Assistant Administrator
LOCATION: Shenley Brook End School
Permanent

33.75 hrs per week, term time, plus training days (39 weeks per year)
Mon – Fri 08.15am – 3.30pm
Salary: Grade 4 - £13,739 - £15,401 (actual salary)

The 5 Dimensions Trust is a newly formed multi-academy trust between Shenley Brook End School and The Hazeley Academy. Both schools enjoy an exceptional reputation in the community and have recently been rated as good by Ofsted.

We are looking to recruit a Teaching Assistant Administrator. Your role will include daily scheduling of teaching assistants, covering for absent teaching assistants, inputting student data and general administration. You will need to be calm, patient and flexible so that you can work positively with a range of students and adults, often in changing situations. Ideally you will have previous experience of working with children who have Special Educational Needs and an understanding of some of the ways they can be supported within a mainstream school.

This is an ideal opportunity for anyone looking to enter the teaching profession and will enhance your chance of obtaining a place on a teacher training programme.

Further details are available on our website www.sbeschool.org.uk, via e-mail to personnel@sbeschool.org.uk or by telephoning 01908 520264. *Please note that CV's will not be considered for this post. Application forms may be found via our website.

Closing Date: 10am Thursday 28 February 2019

The 5 Dimensions Trust is an equal opportunities employer. The Trust is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. An enhanced DBS check is required for all successful applicants. Recruitment, Shenley Brook Ends School, Walbank Grove, Shenley Brook End, Milton Keynes, MK5 7ZT

Tel: 01908 520264

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CEO: Mr Glen Martin