

MILESTONE VACANCY

Job title:	EHCP Co-ordinator and Administration Assistant
Job Reference:	EHCP-MIL-1
Location:	The Milestone School
Salary:	Grade 5; Actual salary: £14,053.50 – £14,914.00
Contract:	Permanent
Proposed start date:	11 July 2022 (please note that we are unable to confirm the start date until all pre-employment checks have been completed)
Hours per week:	27.5 hrs (Monday to Friday from 9:00 to 15:00 with 30 minutes unpaid lunchbreak)
Term Time only:	Yes– 39 weeks (incl INSET)
Leave entitlement:	5.41 paid weeks per year rising to 6.38 after 5 years continuous service (holidays must not be taken during term time)
Closing date:	12 noon on 26 May 2022
Interview date:	08 June 2022

The Milestone School is part of the SAND Academies Trust and is an outstanding school for pupils with a range of special needs, aged 3-16, based in Gloucester.

We are looking to appoint a part-time EHCP Co-ordinator and Administration Assistant to join our small and friendly administration team, which deals with all admin tasks across the school.

The post is part-time, working 27.5 hours per week from 9am to 3pm, Monday to Fridays. This post is term time only and includes working INSET days. The post is subject to satisfactory pre-employment checks and the successful completion of a 6-month probation period.

The requirements of the post are:

- to coordinate the EHCP process efficiently and professionally
- to provide administrative support within the administration team

For more information about the school please visit www.themilestoneschool.co.uk. For more information about SAND Academies Trust and to download an application form and job description, please visit www.sandmat.uk/vacancies/.

As a Disability Confident Committed employer we welcome applications from all sections of the community. If you are unable to complete an online application please contact the applications team on 01452 923800 to request an alternative format.

Completed application forms should be emailed to applications@sandmat.uk quoting the post reference number in the subject line. The closing date and time for all applications is 12 noon on 26 May 2022 and the interviews will take place on 08 June 2022. We regret that to the high volume of applications applicants may only be contacted if selected for an interview. Therefore, applicants who have not heard of the progress of their application within 2 weeks of the closing date should assume that they have not been shortlisted.

SAND Academies Trust

CEO: Lyn Dance

Registered in England: Company Number 11968610

Registered Office: c/o The Milestone School, Longford Lane, Gloucester, GL2 9EU - Telephone: 01452 923800
– www.sandmat.uk

SAND Academies Trust is committed to Safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share the same commitment. All staff will require pre-employment checks which include an enhanced DBS, satisfactory Health clearance and evidence of Right to Work in the UK. Applicants who have lived or worked overseas within the last 10 years must provide an equivalent DBS certificate or Police clearance from the country that they resided or worked in. Prohibition checks will also be completed if necessary.

Applicants should read the Information Pack, Safeguarding Information and Privacy Notice prior to submitting an application.