

## Roedean

An independent 11-18 girls' day and boarding school in Brighton

Required from April 2024

### **SEND Admin Assistant (up to 20 hours per week, term time)**

Roedean is an extraordinary school, sitting within the South Downs National Park and overlooking the English Channel. It is not just the location, but our reputation for excellence in pastoral care, our strong academic focus, and our genuine belief in the importance of creativity and an all-round education, that makes Roedean unique.

The SEND Admin Assistant will provide administrative support to the Head of Learning Support (SENCO). The successful candidate will have excellent IT and communication skills. SEN knowledge would be desirable.

We welcome your interest in being part of our journey at a time of continued development.

Roedean is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced DBS check is required for all successful applicants.

Please download an application pack from our website ([www.roedean.co.uk/Vacancies](http://www.roedean.co.uk/Vacancies)) or contact Louisa Butler via [vacancies@roedean.co.uk](mailto:vacancies@roedean.co.uk). Please note we do not accept CVs.

Closing date: 9am 12 April 2024.

Due to the need to appoint quickly we reserve the right to interview an appoint at any time.

[www.roedean.co.uk](http://www.roedean.co.uk)

Registered Charity No. 307063