

# St Giles’ School

**Pampisford Road**

**South Croydon CR2 6DF**

**Specialist School for Physical and Sensory**

Head Teacher: Mrs Kathy Lewis

Deputy Head Teacher: Ms Caroline Horgan

020 8680 2141 (School Office)

020 8680 4810 (Medical)

020 8680 9753 (Physiotherapy)

020 8649 9242 (Occupational Therapy)

E-mail: [office@st-giles.croydon.sch.uk](mailto:office@st-giles.croydon.sch.uk)

Website: www.st-gilesschool.co.uk

Registered Charity Number: 312197  
  
***‘Be the best you can be’***

Dear Applicant

Thank you for expressing an interest in the Administration Officer post at St. Giles School commencing on 1st September 2022. We are an all age special needs school for pupils with Physical Disabilities and Complex Medical Needs and a wide range of learning difficulties, PMLD, SLD and MLD.

We have 114 pupils on roll with a large staff of teachers, teaching assistants, midday supervisory assistants, administration and caretaking team. We are also supported by a team of Nurses, Speech and Language Therapists, Physiotherapists, Occupational Therapists and Counsellors.

We are a warm and friendly school with an outstanding reputation. We love having fun but are also very focused on learning and ensuring that all our children are enabled to do the best they possibly can. We work closely with our families, other professionals, and outside agencies both within Croydon and with other local authorities.

We have a vacancy within our busy and fast-paced administration team for an Administration Officer. The role consists of administration of the HR function within the school as well as taking minutes at a variety of Head Teacher meetings. You should have previous experience of working within a school office environment and have ability to use Microsoft packages to a high standard. Knowledge of SIMS.NET would be desirable, however training will be provided to the right candidate. No two days are the same and as such you should be a team player, who is a self-starter with a flexible approach, enthusiastic and willing to learn. We will support you to develop your skills within the team and across the school.

In return we offer:

* Cycle to Work Scheme
* Local Government Pension Scheme
* Continuous professional development
* Social events

St Giles School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Please note this post is subject to an enhanced Disclosure and Barring Service check, satisfactory references, pre-employment health screening and Right to Work checks.

We value diversity in our workforce and positively welcome applications from all sections of the community.

Please complete the Croydon application form and write a letter of application showing your experience in relation to the job description and person specification. The closing date is 12.00 on Friday 22nd July. Interviews will be held during week commencing 8th August 2022 Short listed candidates are requested to read the information about DBS checks on the website and to bring the specified documents with them to complete the DBS check.

Please ensure your referees are willing to write you a reference; an email contact address is most helpful. We will request references for short listed candidates before the interviews.

We would be very happy for you to visit, please contact the School Business Manager, Lisa Negus, to make an appointment.

I look forward to receiving your application.

Yours sincerely

Katharine Lewis

Head Teacher