



Commissioned by KCC

Vacancy Advert



Part-time Administration Assistant for the Dartford Specialist Teaching and Learning Service (STLS)

Start date: January 2021

Salary scale: Kent Range 4/5 (£18,129 - £20,483) depending on experience, pro-rata of full-time contracted hours

Do you want to be a part of a committed and successful team who are dedicated to “making a difference” to children and young people with SEND, their families and professionals who work with them?

We are currently looking to appoint an Administration Assistant to join our team, who are employed by and based at Rowhill School, Longfield. This is an excellent opportunity for someone with a genuine desire to work in a busy environment within a small yet friendly and hardworking team.

The successful applicant should have administration experience, excellent organisational skills and if possible experience within a school environment and education.

Dartford STLS is one of twelve District STLS teams in Kent and is committed to providing advice and training to support settings and schools to help improve the outcomes for children and young people with SEND, within mainstream schools and Early Years settings in the Dartford District. We are commissioned by Kent County Council and employed by and based at Rowhill School. A solution-focused approach is at the heart of all that we do to improve inclusive practice.

We are looking for an efficient, calm and organised person to provide administrative support service and assist in the smooth running of the Specialist Teaching and Learning Service, taking a proactive role in relation to its day-to-day functioning. You will also provide administrative and organisational support to Dartford STLS, including hospitality during training events.

Rowhill School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Key dates:

Closing date for applications:	Monday 30th November 2020
Interviews date:	Thursday 10th December 2020
Start date:	Monday 4th January 2021

Further information:

Please contact Kirby Woods, Dartford District Co-ordinator for STLS on woodsk@rowhill.kent.sch.uk for further information or find out more about the role.

<https://www.kelsi.org.uk/special-education-needs/special-educational-needs/partnership-teams/specialist-teaching-and-learning-services-stls>