

**Priestley Smith Specialist School,
Beeches Road,
Great Barr,
Birmingham
B42 2PY
Tel. 0121 325 3900**



Email: enquiry@priestley.bham.sch.uk

Headteacher: Mrs Joanna Garvey

**Grade 2 ADMINISTRATION ASSISTANT
Permanent**

**36.5 hours per week, 42 Weeks TTO
Salary range (pro data) : £21,466.00- £22,186.00**

Start date Monday 2nd January 2024

About Priestley Smith Specialist School for children with visual impairments

This is a really exciting opportunity to work in a unique school with lots of inspiring and innovative opportunities. The school consists of a primary and secondary school with a “stage not age” approach to develop each child’s individual potential and support them through a wide range of stimulating opportunities. We aim to expand their horizons within an environment in which they feel safe and well cared for and in which they can achieve their best, develop self-confidence and flourish as individuals. We encourage the active participation of parents/carers in their child’s education.

The vision of Priestley Smith Specialist School is to be an outward-looking centre of excellence in the education of children with visual impairments. It is our mission to develop confident, caring and independent young people who are able to succeed in the world in their chosen field.

We are seeking to appoint a Full time **Administration Assistant** to join the office team, based in the primary Department of Priestley Smith school, but supporting whole school administration activities. This role will be fast paced and will require excellent organisational and communication skills. The successful applicant will ideally have experience of working in a school with exceptional administrative skills.

Application form and further details available from Mrs Jacinta Hill.

Please read the job description and person specification carefully.

Closing date for applications: Monday 1st July

Priestley Smith School is committed to safeguarding and promoting the wellbeing of all children, and expects our staff and volunteers to share this commitment.