



St Pauls Independent School works with pupils who have had multiple challenges in their lives. The pupils all have Education Health and Care Plans (EHCPs) and the focus is very much about capabilities and not disabilities. St Paul's focuses on the strengths and aspirations of each pupil and passionately believes that every pupil has talent and can fulfil their ambition.

**Job Title:** School Administration Manager  
**Salary:** £26,115pa (pro rata £22,599pa)  
**Hours of work:** 37.5 hours per week - term time only  
**Contract Term:** Subject to 6 month Probationary Review

**Job Purpose:**

To provide administrative/secretarial support to the Head of School and senior members of staff where appropriate including diary management, managing admissions paperwork, liaising with other agencies such as the Local Authority and other schools. Responsible for business and financial management of school resources. Manage the schools support functions through planning, developing, designing and monitoring support systems and procedures. Act as Clerk to the School Governors.

Substantial experience of managing budgets and financial reporting and competent on FMS and SIMS (or other similar management systems) and a recognised management qualification is essential. You will also need a smiley and positive 'can do' attitude to school life – even under pressure.

**Job Title:** Outreach Tutor  
**Salary:** £23,022pa (pro rata to TTO £19,922pa)  
**Hours of work:** 37.5 hours per week - term time only  
**Contract Term:** Subject to 6 month Probationary Review

**Job Purpose:**

To create, plan and deliver tailored lesson to bridge gaps in pupil's education and boost engagement and attainment levels. To work with the pupils off site (including the home) to deliver tailored lessons. To communicate with parents/guardians about trouble areas or any issues that require attention.

It is essential that you have experience of working with young people who have SEN / challenging behaviour in an educational / vocational setting along with the ability to plan and adapt the learning to meet the personalised needs of the students. Full clean driving licence, relevant insurance and use of own vehicle is also required.

Further details and an application form available via the website: [www.stpaulstrust.org.uk/recruitment](http://www.stpaulstrust.org.uk/recruitment)

Closing date for both posts is 31<sup>st</sup> March 2023 12 noon.

All members of staff employed by the Trust have an individual responsibility for promoting and safeguarding the welfare of the children/young people and vulnerable adults that they are responsible for, or come into contact with.

It is a condition of employment that the successful candidate obtains a satisfactory DBS Disclosure.

