



setsa
south essex
teaching school
alliance

WESTCLIFF HIGH SCHOOL FOR GIRLS

Kenilworth Gardens
Westcliff-On-Sea,
Essex, SS0 0BS
Tel. 01702 476026
e-mail vacancies@whsg.info

ADMINISTRATOR (SETSA)

**Salary LGS Band 2 M, Point 11 (£7,622 actual including holiday pay)
Term time plus INSET days (39 weeks). 21 hours per week.
Initially for a fixed term to 20th July 2018 with potential for extension**

South Essex Teaching School Alliance was designated in April 2012. It is based at Westcliff High School for Girls. Its purpose is to support local schools and their staff to ensure that all children in the schools receive the best possible support and that this leads to good outcomes for them.

We work collaboratively with all our schools, the Local authority and many other groups on a range of projects such as initial teacher training, staff development and school to school support. To this end the work is interesting, diverse and ever changing.

Required to start as soon as possible; a committed individual to provide efficient and professional support to the Director of the Teaching School as part of the SETSA administration team

Westcliff High School for Girls is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to undertake an enhanced Disclosure via the DBS which meets the requirements of the school.

Further details and an electronic application pack may be found on the school website www.whsg.info and then click the link to vacancies.

Closing date is Friday 22nd September 2017