



Cambourne Village College

An Academy of



Sheepfold Lane,
Cambourne,
Cambridge
CB23 6FR
(01954) 284000

enquiries@cambournevc.org

General Administrator Required - asap

Salary: Grade 3, point 5 range 5-6 (£19,312 to £19,698 FTE)
actual salary £13,555 to £13,826 per annum.

Hours: 30.5 hours per week. 8.30am until 3pm Monday to Friday, 3.30pm on Thursday for dept meeting (some flexibility for the right candidate).

Contract: Permanent

We are seeking to appoint an experienced Admin Assistant to work in our Centre department. This department supports the pupils with Special Educational Needs. This role will be fundamental to the successful running of the Centre, working very closely with the SENCo and Assistant to the SENCo.

The successful candidate will have a vital role to play in the day-to-day running of the department undertaking administrative tasks as required. The applicant will be required to work with pupils, parents, external professionals and the Local Authority, and liaise with them in a professional and timely manner.

For further information about this role and an informal discussion please contact Lesley Harvey SENCO via email lharvey@cambournevc.org

Cambourne Village College is an over-subscribed, Ofsted 'Outstanding' secondary school, eight miles from Cambridge; we opened as an academy of the Cam Academy Trust in September 2013. Our ethos is aspirational and inclusive, our staff are highly motivated, our pupils courteous and hard-working and our excellent facilities are modern and purpose built.

For further information, an application form and to apply for this post please visit our website: www.cambournevc.org/contact-us/vacancies Please note we do not accept CVs.

Closing date: noon on Monday 21 June 2021. Interviews: within 2 weeks

Our school is committed to safeguarding and promoting the welfare of children and young people, and we expect all our staff and volunteers to share this commitment. Appointment to this post would be subject to an enhanced DBS check and satisfactory medical and employment references.