*Our Vision:*

 *To develop aspirational learners who strive for excellence academically, creatively and culturally, benefitting from a wide range of opportunities led by inspirational educators.*

***“Striving for Excellence”***

**COVER CO-ORDINATOR & HR ADMINISTRATION ASSISTANT**

**Term time only (39 weeks a year) 27.5 hours per week**

Salary: Grade 1c spinal column points 9-11 FTE £22,185 per annum (Actual salary £14,333)

Shirley High School is a proud multicultural school with an established reputation of integrity and excellence.  Our school is at the heart of a vibrant and diverse community, with over 1000 students benefiting from our fabulous site and leafy surroundings.  Along with our clear values and ethos this helps to create a positive learning environment for both students and staff.  We also benefit from excellent transport links to London and the surrounding areas plus an onsite gym and ample free parking.

We have high expectations in all we do and believe that all our students can be the best in the world at whatever they decide to pursue through their hard work, determination, leadership and compassion.  We strive for excellence through our broad curriculum and our wide range of extra-curricular opportunities whilst also ensuring that both students and staff are developed both in and out of the classroom.

We are currently looking for a dynamic and motivated member of staff to join our busy admin team. The right candidate will be required to provide an effective and efficient administration of staff absence and other general administration to ensure the smooth running of the school.

Successful candidates must have good office skills and a good general education.

**We are looking for someone who:**

* Has the ability to relate well to staff;
* Has good numeracy and literacy skills;
* Has good ICT skills;
* Has the ability to conduct basic admin tasks e.g. filing;
* Has very good organisational skills.

**We offer excellent working conditions with key benefits that include:**

* Cycle to Work scheme;
* Significant departmental investment;
* Staff Mentoring;
* Staff car park on site;
* Fitness Suite;
* A strong focus on the professional development of all staff within our school;
* A staff wellbeing programme.

Should you genuinely believe you have the skills to perform this role to the highest possible standards and are truly passionate about joining us on our journey then we would be delighted to hear from you. If you are interested in visiting the school informally, please do not hesitate to contact the Principal’s PA / Head of Admin on principalspa@shirley.croydon.sch.uk

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. More information can be downloaded from our website [www.shirley.croydon.sch.uk](http://www.shirley.croydon.sch.uk)

Full details/application form available from: [www.shirley.croydon.sch.uk](http://www.shirley.croydon.sch.uk). Completed application forms can be sent via email to: office@shirley.croydon.sch.uk

Closing date: Monday 29 November 2021 although please be aware that the listing will be closed as soon as sufficient applicants have been received.

**SHIRLEY HIGH SCHOOL PERFORMING ARTS COLLEGE**

Address: Shirley Church Road Croydon CR0 5EF

Tel: 020 8656 9755

Web: www.shirley.croydon.sch.uk

Email: office@shirley.croydon.sch.uk

Principal: Mr T Myton

Shirley High School is a company limited by guarantee and registered in England and Wales. Company No. 7837778. Registered Office: Shirley High School, Shirley Church Road, Shirley, Croydon, CR0 5EF