



**Willoughby School**  
**Administrator Vacancy**  
**Start Date: May 18**

**Administrator**  
**Full Time 39 Weeks per year**  
**Grade 4 (£17,419 to £19,430 FTE)**

Willoughby School is an all age school (2 – 19) for students with severe, profound and complex needs. We are committed to maximising pupil outcomes through excellent educational provision, ensuring they achieve their full potential whilst promoting inclusion within the local community.

The Governors of Willoughby School wish to appoint an outstanding Administrator to join our Administration Team.

The successful candidate will:

- Be confident with IT. Knowledge of Integris and of working in a school setting would be preferable
- Be highly motivated and be able to work on their own initiative
- Be an excellent communicator
- Have experience of working in a busy office environment
- Be a team player who shares the Willoughby vision

Enthusiasm combined with energy and a willingness to learn are a prerequisite; as is the desire to be involved in all aspects of the development of an outstanding and cutting edge Special School at the forefront of educational improvement and attainment.

Further details and an application form can be found on our website at [www.willoughby.lincs.sch.uk/vacancies.asp](http://www.willoughby.lincs.sch.uk/vacancies.asp). Visits to the school which offers a highly supportive learning environment with excellent facilities are warmly welcomed and can be arranged by contacting [Terricollett@willoughbyschool.com](mailto:Terricollett@willoughbyschool.com).

Willoughby is committed to the protection and safety of pupils and the successful candidate will be subject to an Enhanced DBS check and meet the requirements of the person specification. Willoughby welcomes applications regardless of age, gender, ethnicity or religion.

Closing Date: 12:00 noon on Monday 30<sup>th</sup> April