

THE PIGGOTT SCHOOL  
A Church of England Academy

TWYFORD ROAD  
WARGRAVE,  
READING  
RG10 8DS  
Tel: 0118 940 2357



## SEND Administrator

**9.00am – 3.00pm Monday – Friday**  
**25 hours per week, term time only, not including INSET days**  
**Part time considered**

**Salary Grade 4, £25,584 – £27,269 FTE**  
**Actual salary for 25 hours £14,454 - £15,406**

The SEND Administrator is a key member of the support staff team. The successful candidate will work closely with the SENDCo and Deputy SENDCo to ensure that all our children receive a world-class education in an institution where every member of our school is valued.

The school is a mixed Church of England Academy with 1837 on roll situated near Twyford, between Maidenhead and Reading. We can offer you a friendly and supportive work environment, with happy staff and enthusiastic children.

For further information please see the job description and person specification on our website. If you are interested in finding out more about our school or you have any questions, please contact Caroline Preston, PA to the Headteacher, at [prestonc@piggottschool.org](mailto:prestonc@piggottschool.org)

To apply please complete a support staff application form which can be found on the website at [www.piggottschool.org](http://www.piggottschool.org) and e-mail to [vacancies@piggottschool.org](mailto:vacancies@piggottschool.org).

*This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All posts are subject to Satisfactory Disclosure Clearance. Online checks and a 'prohibition from teaching' check will be completed for all applicants. The school reserves the right to close this advertisement early in the event that sufficient applications have been received.*

**Closing date: 11am on Wednesday, 11 December 2024**