



Deputy Head of Year (Support Staff)

Required: As soon as possible

37 hours per week

39.4 weeks per year

Term time + 2 non-pupil days + 5 additional days in the summer (to be agreed with Head of Year)

Monday to Thursday 8.00am to 4.00pm

Friday 8.00am to 3.30pm

Scale 6 point 13 - Actual salary £23,840.55 per year

We are looking for someone to become a Deputy Head of Year. Their purpose will be to accurately and robustly maintain all correspondence and administration records relating to the requirements of a whole year group. They will provide all staff working with the year group a comprehensive and accurate clerical and pastoral service specific to that year group.

We reserve the right to close this vacancy early upon appointment of a successful applicant.

Application forms are available via [TES.com](https://www.tes.com) or [essexschoolsjobs.co.uk](https://www.essexschoolsjobs.co.uk)

Your normal place of work is at St Martin's School, however, the Discovery Educational Trust reserves the right to require you to work at any other of its establishments, whether current or future. This may be for a temporary period or on a permanent basis, according to the needs of the employer.

The Local Schools Committee will ensure that all staff, job applicants, and students seeking admission to the school do not suffer direct or indirect discrimination on the grounds of sex, race, age, disability, sexual orientation, marital status, religion or belief, and are not disadvantaged by any other condition or requirement which cannot be shown to be justifiable.

Closing date: Friday 14th June 2024 midday

St Martin's School is committed to safeguarding and promoting the welfare of young people and expects all staff to share this commitment. This post will be subject to an enhanced disclosure from the Disclosure and Barring Service.