

"Love one another as Jesus loved us" (John 13 v 34-35)

LANCASHIRE COUNTY COUNCIL

Diocese
of Blackburn



St. John's C.E. (VA) School Cliviger

'Learn, Pray, Care & Play'

Our church school through its Christian values and caring community seeks to inspire each individual to achieve and grow.

Location

St. John's C.E. (VA) Primary School, Cliviger
Burnley Road, Cliviger, Burnley BB10 4SU

Tel: 01282-421395

School website: www.stjohnscliviger.co.uk

X (Twitter) account: @ClivigerSchool

Summary

Job advert for a SEND Office Support Assistant
School Admin 2 Grade 4

9am – 3:30pm = 11 hours (Wednesday and Thursdays each week during term time).

Require – 3rd November 2025

Purpose of the Job:

The SENDCo Assistant will support the SENDCo in fostering an inclusive environment for all students, particularly those with special educational needs, disabilities (SEND) and additional needs. The role requires administrative and operational support to ensure effective communication and coordination of SEND-related activities within the school

The school is in a village location set in the beautiful surroundings of the Cliviger Gorge on the boundaries of Lancashire and Yorkshire. We are right next door to the historic Georgian church of St. John the Divine with which we have strong links assisting us to maintain a firm Christian ethos. We are proud of our happy, friendly, welcoming atmosphere which is frequently commented on by visitors. Our

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hardworking staff are a talented and committed team and our pupils are well behaved and motivated. We have a supportive Governing Body who work closely with the Headteacher and staff to deliver quality education and provide good resources. The Church Home and School Association, our Parents' Association, always give support to the work of the school, and as the title suggests, is also considered as a part of our parish church.

Governors are keen to appoint a person with enthusiasm and commitment to the highest standards, to work in this happy school and maintain and further develop its excellence. Our school had its OFSTED inspection in January 2023 and were graded GOOD and we also had our SIAMS (Church Inspection) in February 2019 where we were graded EXCELLENT.

We offer:

- A positive, caring and inclusive ethos.
- Happy children who love to play.
- A dedicated and nurturing staff team.
- A beautiful working environment.
- A commitment to outdoor learning.
- Staff who support each other and our families.

We require someone with these essential attributes/experience:

- A commitment to our positive, inclusive and creative ethos.
- A solid understanding of the principles of child development.
- The ability to support, include and nurture pupils who have additional needs.
- A dynamic and energetic personality with a 'can do' attitude.
- An understanding and experience of Special Educational Needs.

Please ring and ask to speak to the Headteacher, Mrs Healey if you would like to discuss any further details. Visits to our school are strongly recommended and will be on Thursday 25th September at 3:45pm and Wednesday 1st October at 10am with Mrs Pickup our SENDCo. Please contact the school office and speak to Jess, our school bursar, to book a place.

Please note in line with Keeping Children Safe in Education 2025, an online search will be carried out as part of our due diligence on shortlisted candidates.

Please note CVs are not accepted, to apply for this vacancy you need to complete the application form.

Proposed Interview Date:

Tuesday 21st October (pm)