



# West Park

*'A caring school where we put pupils and their achievement first'*

West Road  
Spondon  
Derby  
DE21 7BT

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## **Vacancy** **Department Technician / Administrator**

**Pay Scale: Grade C points 5-6 £18,289 to £18,622**

**37 hours per week Monday to Friday, 8.00 a.m. to 4.00 p.m. (3.30 p.m. on Friday) with a 30 min unpaid lunch break**  
**Permanent, 39 weeks per year.**

A fantastic opportunity has arisen to join the dynamic staff team at West Park School.

West Park is an 11 – 16 school based in Spondon with over 1450 pupils currently on roll. The school prides itself on exceptional pupil achievement, dynamic teaching and learning and excellent behaviour and engagement. We have a committed and talented staff team who work cohesively to get the best for all of our pupils. The pupils themselves are focussed, polite, and positive and determined to take full advantage of the range of opportunities provided to them. West Park is rapidly becoming the school of choice for parents in Derby.

We have a vacancy for a Department Technician / Administrator and will be allocated to a department in the school to provide help and support for teaching staff within that department. The school is a successful, supportive and highly skilled team of teachers and teaching assistants.

You may be allocated to more than one department to make up your working week.

You must have at least a Grade C in GCSE Maths and English (or equivalent) and enjoy the challenge of working as part of a big team.

Further information about the post and an application form (Associate Staff) is available on the school's website at: <https://www.westpark.derby.sch.uk/information/school/vacancies.php>

**Applications must be made using our application form and should be submitted online via our school website together with a supporting letter explaining why you are suitable for this position.**

*The school is committed to safeguarding and promoting the welfare of children and young people and this position is subject to an Enhanced Disclosure check under the Rehabilitation of Offenders Act 1974.*

*All applicants must be able to provide documentation to prove their right to work in the UK.*

**Closing date for applications: 9 a.m. on Wednesday 15<sup>th</sup> November 2023**  
**Starting date: ASAP**