



Corley Centre

Church Lane
Corley
Warwickshire
CV7 8AZ

t: 041676 540218

e: clerical@corley.coventry.sch.uk

Headteacher: Lisa Batch

Dear Prospective Candidate

Thank you for showing an interest in our vacancy for a Finance and Administrative Assistant.

This is an important position in a busy special school where Teaching and Learning staff require prompt and timely support to enable them to carry out their work with children who present with a range of needs.

Our students are a credit to our school and bring with them a wide variety of needs, abilities, aspirations and behaviours. They provide inspiration as well as challenge. Academic potential covers the full National Curriculum and GCSE range. The post holder would be required to understand the needs of our students and be able to communicate clearly and sensitively with them in order to provide an appropriate level of support when on reception duty. Training will be provided around safeguarding and understanding the needs of children with autistic spectrum condition.

Corley Centre is at an exciting phase as we have recently been awarded NAS Autism Accreditation and are now looking towards spreading our expertise beyond our own school. It is essential that those we appoint are committed to our drive to continue to improve standards and possess the desire to play a full and active role in ensuring high quality provision for our students and their families.

If you have no previous experience of a special school environment and have not perhaps considered this move previously, then please do come and visit, as I am sure you will be very pleasantly surprised.

Enclosed is a copy of our School Improvement Framework, which outlines our current and future plans, together with various documents relating to the post. For further information about the school, please visit our website, corleycentre.co.uk.

Thank you again for your interest in this post. If you think that you may be the person we are looking for and that Corley Centre may be the type of environment in which you wish to work, please do not hesitate to contact Mandy Wilkinson, our School Business Manager, for an informal chat and a visit to our school.

I look forward to receiving your application.

Yours faithfully

Lisa Batch