



PPG CO-ORDINATOR

We are seeking to appoint a fulltime PPG Co-ordinator with immediate effect on a permanent basis. The post offers an excellent opportunity to work in a strong SEND department in our highly successful academy which holds a good Ofsted status.

The core purpose of the role is to support PPG students with their day-to-day engagement in the academy and to support the implementation of the academy's Disadvantaged learner strategy.

Personal Qualities

The successful applicant should have qualifications in Maths and English at minimum C grade [or grade 4] GCSE or equivalent Level 2 qualification. It is desirable that the applicant has further relevant qualifications e.g., A levels/Level 3 qualifications.

Responsibilities of the Post Holder

Responsibilities of the post holder will be in accordance with the PPG Co-Ordinator job description.

Remuneration and Working Time

The hours of work required for the role are 37 hours per week, Monday to Thursday 8.00am to 4:00pm, and Friday 8am – 3.30pm term time only plus Inset.

Annual salary for this role will be in accordance with the Academy's Support Staff Pay Scale, which for appointment for a full-time post currently involves a salary of up to £22,834 salary (Band 3 Point 17-21), however, actual salary offered will be £19,575 per annum, pro rata equivalent of point 17 including an allowance for holiday pay.

Application Process

If you are interested in the position and wish to discuss the post prior to application, please email Mrs Dorcas Ologunde, Director of Human Resources, at d.ologunde@plume.essex.sch.uk, to arrange a telephone conversation. We are very proud of our academy and what we can offer new members of our team. The Director of Human Resources will be pleased to discuss the post and provide further information about the academy.

To apply please complete the Plume Academy application form (please see link via our website). This must be completed and submitted to HR@plume.essex.sch.uk by the closing date stated (unaccompanied CVs or third-party application forms will not be accepted).

Closing Date: noon Monday 6 May 2024, however, interviews may be held sooner upon receipt of application.

Interviews are likely to take place during that week.