

Bethlem & Maudsley Hospital School

Monks Orchard Road, Beckenham, Kent BR3 3BX

Headteacher: John Ivens

Senior Administrative and Pupil Reintegration Officer

Pay Scale: Hay Grade 6, spine point 20 –27.

Term Time only salary range £19,713 - £23,803

A Senior Administrative Officer and pupil reintegration officer is required to work with a small and friendly team providing clerical support for the school's offices and administrative functions and to assist teachers with the reintegration of pupils back to their mainstream schools

The school is based in both the Maudsley hospital (Camberwell) and the Bethlem Hospital (Beckenham). The successful applicant will need to be available to work in both locations but this post will be based on the Maudsley site.

Hours of work: 8.45 a.m. to 4.45 p.m. Mon-Fri – term time only

For an application pack and further details please visit the school website www.bethlem-maudsleyschool.org.uk under vacancies or email office@maudsley-bethlemhospital.southwark.sch.uk

Informal discussion:

Prospective applicants are welcome to telephone John Ivens, Headteacher or Maarten Crommelin, Deputy Headteacher, on 0208 777 1897 for an informal discussion about the post.

Visits to the school on Tuesday 20th February 2018 at 4.30pm. Please email to register your interest and for further information.

Closing date for applications: Monday 26th February 2018 at 12 noon.

Please send to the address shown above and mark for the attention of John Ivens, or alternatively, email to the address shown above.

Closing date: Monday 26th February 2018 at 12 noon or

Interview date: Tuesday 6th March 2018

Post starting date: April 2018

As part of Southwark's commitment to safeguarding and promoting the welfare of children and young people, all employees employed within schools are required to undergo an enhanced DBS check.

We are an Equal Opportunities employer