

**Rutherford House School**  
**217 Balham High Road**  
**Wandsworth**  
**South West London**  
**SW17 7BQ**  
**Tel: 020 8672 5901**  
[www.rutherfordhouseschool.org.uk](http://www.rutherfordhouseschool.org.uk)



**Office Manager**  
**£29, 424 - £34, 254 per annum (Scale SO2 - 3 - Spine Point 29 - 35)**  
**52 weeks per year**  
**37.5 hours per week (8.00am-4.30pm Monday-Friday term time and flexi hours in holidays)**  
**To start March 2018 (asap)**

Rutherford House School in South West London is looking to appoint motivated and dynamic Learning Support Assistant to be a part of our committed and forward thinking team. This is a real opportunity for talented Learning Support Assistants, to develop their experiences in a primary school setting. We are looking to appoint an individual with a positive outlook and a proactive attitude and the ability to support a learner with physical and learning needs.

At Rutherford House School our philosophy is to promote excellence and outstanding progress in the basics (literacy & numeracy). It is about sparking curiosity and instilling a lifelong love of learning and curiosity. We are committed to supporting our children to reach their full potential.

Rutherford House School is the first free school established by Bellevue Place Education Trust committed to providing a broad, and exciting education in a happy environment and doing everything possible to make sure that pupils achieve everything that they are capable of. The children are encouraged to learn independently, and are treated as individuals celebrating their unique set of talents.

We're looking for an exceptional, organized and proactive Office Manager to lead our school's administrative team. The key responsibilities of the role are to:

- Be responsible for and manage the operation and delivery of administration support services within the school.
- Be responsible for promoting and safeguarding the welfare of children and young people within the school.
- Be responsible for the management of and planning, development and monitoring of administrative and front office support services.
- Be responsible for management of staff, including commissioning and delegation of relevant activities.

For full role details please see the Job Description and Person Specification. This is a full-time role throughout the year.

If you are ready for a new and exciting challenge we will offer you:

- The opportunity to develop your career within a supportive and friendly team
- A positive and innovative working environment
- A strong and growing network of partner free schools, driving up standards and providing valuable support to staff.

Visits are warmly encouraged. There are two Open Mornings where you will have an opportunity to speak to Mrs Mallett (Headteacher) and have a tour of the school. The dates are: Thursday 8<sup>th</sup> February (9.00 a.m.) and Friday 9<sup>th</sup> February (2.00 p.m.). Please contact Ms Louise Salter to make an appointment on either **020 8672 5901** or [info@rutherfordhouseschool.co.uk](mailto:info@rutherfordhouseschool.co.uk).

We encourage interested applicants to read our website carefully <http://www.rutherfordhouseschool.co.uk/>. You will quickly see that you are applying to an extremely creative, successful school with a clear ethos of achievement, continuity and enjoyment for our pupils.

**If you have the skills, experience and drive to be successful in this role, please download and complete the attached documents.**

**Application packs are also available from [info@rutherfordhouseschool.co.uk](mailto:info@rutherfordhouseschool.co.uk) or can be downloaded from our school website at [www.rutherfordhouseschool.co.uk](http://www.rutherfordhouseschool.co.uk)**

**Please email your completed application form to [info@rutherfordhouseschool.co.uk](mailto:info@rutherfordhouseschool.co.uk). Please put the position you are applying for in the subject line**

**Closing Date for applications: Monday 19<sup>th</sup> February 2018 (4.00pm)**

**Interview Dates: Thursday 22<sup>nd</sup> or Friday 23<sup>rd</sup> February 2018**

**Start date: March 2018 (asap)**

*As part of BPET and Rutherford House'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. Further details can be found on the Disclosure and Barring Services website <https://www.gov.uk/disclosure-barring-service-check>*

*Rutherford House School welcomes a diverse population of both children and staff and committed to promoting and developing equality of opportunity in all its function*