

Heathside Walton-on-Thames

Walton-on-Thames, Surrey KT12 2JP

Student Support Coordinator Starting November 2024

35 hours per week Mon-Fri 8am-3:30pm, Term Time Only (38.4 weeks per year)
Starting Salary: Elm 7 £31,262 - £33,321 FTE, Actual Starting Salary: £25,745 - £27,441

An exciting opportunity to join a new, purpose-built free school in its third year of operating

We are seeking to appoint a dedicated and organised individual to join the team at Heathside Walton-on-Thames as Student Services Coordinator. This role offers a unique opportunity to combine a vocation to support young people with their learning and development, with the skills of an experienced and efficient administrator.

The role involves supporting the Head of Learning to work with students, to raise achievement and remove barriers to learning. It involves liaising with school staff, parents and external agencies.

Candidates should:

- Possess strong communication and interpersonal skills and the ability to relate positively to students, staff, parents and external agencies
- Have a calm yet assertive and professional approach in dealing with young people, to work with students to raise achievement and remove barriers to learning
- Show initiative and be prepared to 'go the extra mile' when necessary
- Be flexible and demonstrate excellent administrative and IT skills

In return we offer:

- A supportive and values-led community where every staff member is integral to our collective success
- A vibrant and collaborative team
- A school where wellbeing is a core component of our everyday practice
- Excellent professional development opportunities
- Local Government Pension Scheme, including generous employer contributions.
- Free on-site parking
- Discounts at retailers, a cycle to work scheme and a free flu vaccination

To apply please send a **fully completed application form** and letter of application to jobapplications@heathside.surrey.sch.uk **Please note we are unable to accept CVs.**

Further details can be found on the school website: www.heathsidewalton.org

Closing date is midday on Wednesday 2nd October 2024

Interviews will be held week commencing 14th October 2024.

Applications will be considered as they are received, we reserve the right to make an appointment prior to the closing date.

We are committed to safeguarding and promoting child welfare. Applicants must undergo child protection screening, including checks with past employers, online checks and Enhanced DBS disclosure. Committed to equal opportunities, we welcome applications from all sections of the community.

