



Student Support Coordinator

Heathside School

Weybridge, Surrey, KT13 8UZ

Starting ASAP 2025

Maternity Cover

5 days per week – 35 hrs

38.4 weeks term time only

Working Pattern Mon to Friday 8am-3:30pm

Salary Grade ELM7 FTE £33,552- £35,763pa

Actual Salary 35 hours (5 days): £27,631- £29,452 pa

Job share considered

We are seeking to appoint a dedicated and organised Student Support Coordinator to join our friendly team at Heathside Weybridge. This is a rewarding opportunity for an individual who combines a passion for supporting young people with the skills of an efficient administrator.

Working closely with the Head of Learning, you will support students to raise achievement and remove barriers to learning, liaising effectively 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.
- flexible and demonstrate excellent administrative and IT skills

Every Child Every Day Trust offers:

- Outstanding Local Government Pension Scheme, featuring generous employer contributions
- Comprehensive benefits package, including Cycle to Work scheme and access to exclusive staff discounts
- Free on-site parking for added convenience
- Exceptional support and career progression opportunities
- Priority school admissions for staff children: (after two years of permanent employment, in line with our admissions policy)

Closing date: Monday 6th October 2025 by 9am

Interviews: w/c Monday 6th October 2025

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 and Enhanced DBS disclosure. Committed to equal opportunities, we welcome applications from all sections of the community.

Tel: 01932 846162 www.heathside.surrey.sch.uk

