

## Heathside Weybridge

### Student Support Coordinator

#### Maternity Cover – Starting September 2023

**35 hours per week Mon-Fri 8am-4pm**  
**38.4wks per year term time, Starting Salary: Elm 7 £29,291 - £31,810 FTE**  
**Actual Starting Salary: £24,122 - £26,196**

ElmWey Learning Trust is a multi-academy trust, comprising two local secondary schools including Heathside Weybridge, a successful, oversubscribed 11-18 secondary school. We are seeking to appoint a dedicated and organised individual to join our Student Services team. 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.

#### 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

#### In return ElmWey Learning Trust offers:

- Local Government Pension Scheme, including generous employer contributions.
- Excellent benefit package to include Cycle to Work and access to shopping and lifestyle discount schemes.
- On-site parking
- Supportive and experienced central Trust team.

Application forms and further details are available from the school or our website: [www.heathside.surrey.sch.uk](http://www.heathside.surrey.sch.uk).

To apply please email completed application forms and letter of application to:

[jobapplications@heathside.surrey.sch.uk](mailto:jobapplications@heathside.surrey.sch.uk). **CVs cannot be accepted.**

**Closing date for applications: 10am on 30<sup>th</sup> August 2023.** Applications may 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](http://www.heathside.surrey.sch.uk)

