

## Job Advert



# Blossom Lower School and Upper House

(for pupils aged 3 – 19)

Station Road, Motspur Park, New Malden KT3 6JJ

Tel: 020 8946 7348 Fax: 020 8944 5848

Email: [admin@blossomhouseschool.co.uk](mailto:admin@blossomhouseschool.co.uk)

[www.blossomhouseschool.co.uk](http://www.blossomhouseschool.co.uk)

## Wimbledon Admin and Support Assistant

We have an exciting opportunity for an **Administration and Support Assistant** to join our **Wimbledon Team**.

The ideal candidate will have excellent English skills (clear written and spoken English) and good reading, writing and numeracy skills, along with the ability to build good working relationships with children, teachers, parents and carers. Experience of working with children with Special Education Needs (SEN) is desirable.

We are looking for a confident, enthusiastic individual with a passion for learning and excellent inter-personal skills who enjoys working as part of a team. The role involves supporting children, assisting therapists and teachers, helping to maintain the learning environments and assisting with administration. The ideal candidate will have excellent administrative and computer skills as they make up a large part of the role.

### The ideal candidate will have:

- Confidence, enthusiasm and a passion for learning.
- Good organisational skills, be proactive with high energy levels.
- Excellent English skills (clear written and spoken English) along with good reading, writing and numeracy skills.
- The ability to build good working relationships with children, teachers, parents and carers.
- Experience of working with children with Special Education Needs (SEN), particularly children on the Autism Spectrum.
- The ability to manage a small group of children with complex social communication needs.
- The ability to promote positive behaviour in a nurturing environment is essential.
- Flexibility to carry out any such other duties as may be reasonably required and directed by the Principal.

The role is permanent and full time with 8 weeks holiday per year, Monday to Friday (8:30 – 17:00)

**Closing Date: 3<sup>rd</sup> March 2023**

If you wish to apply for this post, please complete the attached internal application form and return it to [recruitment@blossomhouseschool.co.uk](mailto:recruitment@blossomhouseschool.co.uk)

For further information, please contact Laura Douglas, Wimbledon Lead.

## Job Description

<b>Job Title:</b>	Wimbledon Admin and Support Assistant
<b>Reports to:</b>	Wimbledon Lead
<b>Accountable to:</b>	Joanna Burgess - Principal
<b>Contract term:</b>	Permanent, Full Time
<b>Hours per week:</b>	Monday – Friday (8.30 – 17.00)

## Responsibilities and Duties

### Register / Attendance

Updating registers with changes – i.e late/ illness.

Absence – contact students / verify with parents. Calls and email – follow up any issues.

Inform staff of absentees / update calendars / diaries.

Take group time in absence of Form Tutor

Advise all of return to school/ college dates

Authorise absence requests after discussing with relevant staff members/informing relevant staff and updating the diary.

Communicate parental concerns and any general concerns to relevant staff.

### General Duties/ Pastoral care

Meeting and greeting visitors.

Redirecting lessons/ staff. Update staff when pupils arrive after registration.

Providing cover for staff breaks/absence.

Updating Therapists on students progress/ any issues

Providing individual support if needed – advice / strategies/ chats/ manage budgets/ medical.

Organising remote teams/ zoom / phone calls or face to face meetings with relevant staff.

Escorting students to other areas of building/sites for therapy sessions/ music lessons / other tasks.

Collecting students from specific sessions.

Taking in and signing for deliveries.

### Medical records

Updating all medical records / letters to parents.

Updating Medical information document - Inform all staff of severe allergies / medical problems.

Overseeing medication

Ensuring First Aid incidents are logged.

## **General Admin**

Annual Reviews –

Sending out reports, booking rooms/ inviting relevant attendees, sending letters to parents and local authority, collating replies. Rebooking and send out new dates if applicable. Co-ordinating attendees.

Writing behaviour/ safeguarding / correspondence logs when necessary.

Helping to get 'Student Voice'

Filing

Helping to create timetables

Ensuring main office know when pupils are taken off role.

Restocking supplies/ stationary

Writing up minutes of meetings

## Person Specification

Person Specification					
<u>Qualifications</u>	Essential	Desirable	Application Form	References	Interview / Selection Process
Educated to GCSE level, or equivalent in Maths and English	✓		✓		✓
Evidence of further qualifications; A degree or a completed qualification relevant to the role	✓		✓		✓
<u>Knowledge &amp; Understanding</u>	Essential	Desirable	Application Form	References	Interview / Selection Process
Knowledge of a) sensory- motor and b) behavioural needs of children in an educational setting	✓		✓		✓
Code of Practice		✓	✓		✓
Therapeutic intervention for children with language and social communication difficulties, working with both individuals and groups.		✓	✓		✓
A basic understanding of Safeguarding and child protection in schools	✓		✓		✓
An understanding of supporting diversity and equal opportunities	✓		✓		✓
An understanding of health and safety and confidentiality	✓		✓		✓
The workings of a multidisciplinary team.	✓		✓		✓
<u>Skills</u>	Essential	Desirable	Application Form	References	Interview / Selection Process
Clear written and spoken English	✓		✓	✓	✓
Good numeracy and literacy skills	✓		✓	✓	✓
Competent ICT skills	✓		✓	✓	✓
Behaviour management skills	✓		✓	✓	✓
Good Organisational Skills	✓		✓	✓	✓

Diplomacy and Flexibility	✓		✓	✓	✓
Ability to carry out formal and informal assessments	✓		✓		✓
Initiative	✓			✓	✓
Ability to deal with stressful situations	✓		✓		✓
Willingness to become involved in all aspects of school life, e.g. break times, school productions, parents evenings.	✓		✓		✓
<b><u>Experience</u></b>	Essential	Desirable	Application Form	References	Interview / Selection Process
Experience of working with children with complex social communication difficulties and ASD.		✓	✓	✓	✓
Experience of working with children with life skills difficulties.	✓			✓	✓
Experience of working with a multidisciplinary team.		✓		✓	✓
<b><u>Personal Attributes</u></b>	Essential	Desirable	Application Form	References	Interview / Selection Process
A high level of emotional resilience and emotional maturity	✓		✓	✓	✓
Flexibility and creativity in your approach to tasks	✓		✓	✓	✓
Ability to build good relationships with children, teachers, parents and carers	✓		✓	✓	✓
Patience and a positive attitude	✓		✓	✓	✓
Ability to adapt to changes quickly	✓		✓	✓	✓
Ability to work as part of a team	✓		✓	✓	✓
Ability to work independently on prescribed tasks, take initiative and manage change	✓		✓	✓	✓
Ability to use initiative, good problem-solving skills and to be engaging and pro-active	✓		✓	✓	✓
Willingness to participate in training and other learning activities	✓		✓	✓	✓

Commitment, reliability and trustworthiness	✓		✓	✓	✓
Willingness and commitment to follow school policies and guidelines	✓		✓	✓	✓
Willingness to support diversity and ensure all pupils with speech & language difficulties have equal access to opportunities to play and develop	✓		✓	✓	✓
<b><u>Safe-guarding &amp; Child Protection (COMPULSORY)</u></b>	Essential	Desirable	Application Form	References	Interview / Selection Process
A commitment to follow school policies, procedures and guidance	✓		✓		✓
A commitment to the protection and safeguarding of children and young people	✓		✓		✓
Successful Enhanced DBS Status	✓				✓