

**STUDENT SUPPORT OFFICER**

**GREY COURT SCHOOL**

Ham Street, Ham, Richmond, Surrey TW10 7HN

Tel: 020 8948 1173 Fax: 020 8332 2428

[www.greycourt.richmond.sch.uk](http://www.greycourt.richmond.sch.uk)

**STUDENT SUPPORT OFFICER**

**Full-time 36 hours per week - 44 weeks (term time + 5 weeks).**

**NJC Grade 8 pt range 26-28 (£31,548 – £33,291 pro rata)**

**(No holiday may be taken during term time)**

Grey Court is an oversubscribed, comprehensive school serving a diverse community and situated on an excellent 20-acre site between Richmond Park and the River Thames. The school has been considered ‘Outstanding’ by Ofsted since 2011.

We are seeking to appoint an experienced, hardworking and committed individual to work with the Director of Wellbeing and provide first line support for the pastoral system of the school.

The successful candidate will need to be have excellent communication skills and the ability to establish positive relationships with parents, students, staff and external agencies. It is essential that the candidate demonstrates an ability to work with a range of people at all levels.

You should have a background which includes working with young people in the 11-18 age groups and have relevant further/higher educational qualifications. A degree is desirable and knowledge of wellbeing initiatives and restorative approaches would also be an advantage. Candidates should hold a clean driving licence.

**Closing Date: Friday 17th January 2020**

**Interview Date: Tuesday 21st January 2020**

*The Governing and Trust Bodies are committed to safeguarding and promoting the welfare of all our children and expect all staff to share this commitment. Any offer of employment will be subject to receipt of a satisfactory Disclosure and Barring Service check.*

*The schools within the Trust are committed to all aspects of personal development, are inclusive and seek to ensure every student achieves to the best of their ability.*

*If you would like to work with us then we look forward to hearing from you. For an informal discussion please contact Ms Sharon Mercer on 0208 948 1173.*

*For further details about the school and how to apply for this position please visit our website. Please note we cannot accept CVs and our application form must be completed and returned to cwelton@greycourt.org.uk or hr@greycourt.org.uk. Alternatively please email* *cwelton@greycourt.org.uk* *quoting job title or telephone the school.*