

Headlands School



Sewerby Road, Bridlington, YO16 6UR

Support Services Assistant

Permanent Position

**Scale Point 4 : £19,312 Pro Rata (Actual Salary £16,516)
Term Time Only +5 days, 37 hours per week, 8am to 4pm**

We require an enthusiastic Support Services Assistant to work in the school's Student Support Services Team. Duties include answering student queries at the Student Reception Desk, specific duties in respect of the school's Positive Discipline system. Maintaining accurate records in relation to student's attendance. Liaising with parents/carers, school staff and outside agencies. General administration - typing, filing, scanning, photocopying.

There will be first aid duties, therefore a First Aid Certificate would be advantageous but is not essential as training will be provided.

You should have recent experience of working in a busy office environment, excellent communication and organisational skills, up to date knowledge of administrative procedures and systems, e.g. word, excel, outlook, etc. and will need to be able to work on your own initiative to meet the demanding requirements of the role.

We can offer you:

- A chance to learn and develop with good CPD opportunities
- Free Car Parking
- Free Gym Facilities
- A supportive team, ensuring good staff wellbeing and access to a free staff Counsellor
- ERYC Cycle 2 Work Scheme
- ERYC Staff Reward Scheme
- School holidays = 12 weeks' annual leave (60 days)

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All appointments are subject to an Enhanced DBS check.

An application pack can be obtained from our website: www.headlandsschool.co.uk. Please apply by emailing your completed application form to h.r@headlandsschool.co.uk.

Closing Date: Thursday 22 July 2021

Interview Date: Monday 26 July 2021 (virtually via Google Meets)