

Administrator – Maternity Leave Cover

Required – June 2024

Salary: Scale 4 points 7-11 £24,294-£25,979 FTE (Approx £20,930-£22,381 Pro-rata)

Term time + 1 week

Closing Date: 7th May 9am. Interviews to be held WC 13th May 2024

We are looking for a passionate Administrator.

Are you passionate about transforming the lives of children and young people with autism? There are few schools in the country where a administrator's ability to change lives is so evident.

The Cavendish School (TCS) is an Autism Specialist school, newly opened in September 2021 as part of Eastern Learning Alliance. The school has excellent facilities for academic progression with fully equipped Specialist rooms, which include a science laboratory as well as bespoke designed facilities, such as a sensory integration room to support the therapeutic needs of the pupils.

We are very excited to be providing a new local provision for children with autism who have the ability to achieve in line with their mainstream peers but need additional SEND support within their teaching staff and environment.

We are looking for passionate and enthusiastic administrator to cover a maternity position. Our ideal candidate will be an aspirational, creative, innovative and caring practitioner who share our vision and core values.

We offer and value a broad curriculum aimed at promoting talent in traditional academic subjects and beyond. A core part of our offer is as an International Baccalaureate candidate school delivering the Primary years programme. Our significant investment in professional development drives colleagues' continuous improvement. This is a place for life-long learners, where everyone improves regardless of their career stage.

The Eastern Learning Alliance are a trust with an excellent track record in inclusion and special needs that has as its core vision the drive to 'build a better world through education'.

You will be:

- ∞ Eager to challenge yourself to deliver the excellent progress and development for our students
- ∞ A forward thinking, innovative practitioner, up to date with the latest evidence-based thinking and practice.
- ∞ Proactive in the development of relationships with parent and carers to involve them in the education and learning community of their children.
- ∞ Open minded, resilient and with a good sense of humour that you want to contribute to a close knit team.
- ∞ Able to effectively risk assess and ensure all health and safety requirements are met
- ∞ Compassionate, considerate and hardworking.

We offer you:

- ∞ A **minimum of 20% non-contact time** (equivalent to one day)
- ∞ A vibrant and supportive community of staff and parents.
- ∞ Support from a wide therapeutic team and close working relationships with our colleagues in health.
- ∞ A **Well-being directory** for all staff offering financial supports and to improve wellbeing and work-life balance.
- ∞ **Free school meals** are provided for dining with our pupils.
- ∞ A **50% discount to our trust sports centre** membership
- ∞ A brand new and autism-friendly innovative learning environment
- ∞ A **forward looking, evidence informed, CPD programme** with Trust wide CPD which includes reduced contact time and **collaborative time for teachers (every Friday afternoon)**.
- ∞ Being part of a forward thinking, supportive and collaborative trust.
- ∞ Opportunities for **sponsorship on university** or professional qualifications.
- ∞ An additional **bookable holiday** “Eastern Family day” for you to take when you require
- ∞ A modern **flexible working** school, with the opportunities for home working and reduced hours.

TCS is a place where you will be **valued supported and have the opportunity to achieve success**. We are confident that when joining TCS and the ELA Trust you will feel welcomed from the outset. We welcome and encourage visits from any prospective applicant, these can be booked via Steph Smith:

HR@tcs.tela.org.uk

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We reserve the right to closing applications early and interview prior to the closing date for strong applicants.

Visits to the school are encouraged and welcomed

Applicants must complete a Trust application form: we cannot accept CVs. Completed applications should be sent to HR@tcs.tela.org.uk by the closing date.

Our Trust is wholly committed to equal opportunities, to safeguarding and the promotion of the welfare of children and young people. All staff are expected to share this commitment and we ensure all our recruitment and selection processes share this commitment. This position is subject to satisfactory references and enhanced DBS checks.