


*Do you want the opportunity to make a difference for pupils?
Are you an inspirational person looking for a new challenge?*


Administrator (inc. DDSL)

 **Start Date:** July 2026

 **Location:** The Cavendish School, Cambridgeshire

 **Salary:** Scale 4 – points 7 – 11 (£25,584-£27,269 FTE)

 **Contract:** Permanent, term time + 2 weeks

 **Closing Date:** Monday, 29th June 2026 at 9:00am.

We reserve the right to close applications early if a suitable candidate is found.

We are proud to be Cambridgeshire's first state-maintained Autism Specialist school and the world's first IB special school. Following our *Outstanding* Ofsted rating in March 2024, we are expanding our provision and are now looking for a, passionate, and innovative **Administrator** to join our dynamic team.

This is an exciting opportunity to work in a forward-thinking, trauma-informed, and inclusive setting that puts pupil wellbeing at the heart of everything we do. Our pupils are autistic, each with their own strengths and challenges, and our mission — *Enabling the Self* — is to ensure they leave school confident, self-aware, and ready for the future.

About the Role

As a **Safeguarding Administration Officer** at The Cavendish School, you will play a key role in supporting the effective administration of safeguarding systems and processes, helping to ensure that autistic pupils with complex needs are safe, well supported and able to thrive by:

- ∞ Managing and maintaining the school's online safeguarding reporting systems, ensuring records are accurate, timely, well organised and securely stored
- ∞ Monitoring and triaging safeguarding communication channels, including the worried@ inbox, ensuring concerns are logged, shared and escalated appropriately
- ∞ Supporting the administration of Early Help Assessments, referrals, chronologies and safeguarding documentation, ensuring key information is clear, up to date and accessible to relevant staff
- ∞ Working closely with the Designated Safeguarding Lead and wider safeguarding team to support effective case management, follow-up actions and multi-agency communication
- ∞ Helping to ensure safeguarding records evidence the school's response clearly, professionally and in line with statutory expectations and school procedures
- ∞ Contributing to a whole-school culture where safeguarding is everyone's responsibility and where pupils' wellbeing, dignity and voice remain central

We are looking for someone who understands that strong safeguarding practice relies on accurate systems, clear communication and careful follow-through and who is committed to supporting a safe, neurodiversity proud, inclusive and responsive environment rooted in our ethos of "enabling the self".

What We're Looking For

- ∞ Someone who is compassionate, proactive, and committed to supporting autistic pupils to succeed
- ∞ Experience working with children or young people, ideally in an educational or specialist setting
- ∞ A genuine interest in therapeutic approaches and trauma-informed education
- ∞ Strong teamwork and communication skills, with the ability to follow guidance and contribute meaningfully to classroom life
- ∞ A calm, flexible, and reflective approach to managing a school environment
- ∞ An enthusiasm for contributing to an inclusive, pupil-centred school ethos
- ∞ A willingness to learn and grow professionally.



Whether you're experienced in special education or excited to transition into this rewarding field, we offer **additional collaborative planning time, ongoing CPD**, and a supportive community where your passion will truly make an impact.

Why Join Us?


- ∞ An Outstanding-rated autism specialist school with a pioneering IB curriculum
- ∞ A vibrant, therapeutic and supportive school community
- ∞ Access to **professional development**, training, and clinical supervision
- ∞ A team of **passionate professionals** committed to equity and inclusion
- ∞ The chance to **make a real difference** — not just for pupils, but for their families and futures
- ∞ 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
- ∞ 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.

If you believe in inclusive, relationship-based practice and want to make a lasting impact in a setting that **celebrates neurodiversity**, then we would love to hear from you.

Prospective applicants are warmly invited to visit the school. Please contact HR to arrange this: HR@tcs.tela.org.uk

To apply:

Please complete the application form and submit it with a cover letter (max 2 sides) outlining your suitability to: HR@tcs.tela.org.uk

 **Deadline:** Monday, 29th June 2026 at 9:00am.

The Eastern Learning Alliance is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All posts are subject to enhanced DBS checks and satisfactory references.