



The Percy Hedley Foundation

Service: Education Services

Location: Northern Counties School, Jesmond, Newcastle upon Tyne, NE2 3BB

Post: Admin Assistant

Contract Type: Permanent

Hours: Full time, Term time

Salary: £17,004.80 - £17,344.90 per annum

Closing Date: Midnight on 20th July 2022

Interview Date: TBC

Who We Are

The Percy Hedley Foundation is one of the largest regional charities supporting people with a range of learning and physical needs. We take a person centred, flexible approach to the care and support we provide.

We work towards excellence every day and our team members are committed to delivering the very best outcomes for the people we support. Our dynamic and flexible service is tailored to the specific needs of the individual, making it easier to live, learn and be part of a world adapting to change.

Northern Counties School sets out to make a difference to the learning, wellbeing and future life chances of children and young people with significant additional needs. Teachers, Therapists and Learning Support Assistants work together in trans-disciplinary teams to meet the individual needs of every pupil. Together, and through detailed analysis of their presentation, we believe we can unlock each child's potential and support achievement for all.

The Role

Working closely with the Lead Admin, and staff team, you will provide an excellent administrative service in school. Your main responsibility being that of the co-ordination of annual reviews for EHCPs and the management of preparing and distributing annual review paperwork, including minute taking. You will also support the deputy head with collating health and safety reports.

On reception you will provide a confident service to pupils, colleagues, and visitors, as you will be the first point of contact for our outstanding school; you will be a positive and courteous team player, able to work using your initiative with a flexible but highly organised approach to tasks. With a good general standard of education and strong literacy/numeracy skills, you will hold relevant NVQ/RSA qualifications to level 3 or equivalent and ideally have experience with minute taking.

This role is Monday - Friday, working term time only (39 weeks). The remaining 13 weeks are school holidays which you will have off as holiday time.

For a job description and Person Specification, please see the supporting documents section of this advert.

Why Work for Us

Northern Counties is a school that encourages career development and progression. We run a robust training programme and we also have development opportunities both within school and across the wider Foundation.

We also offer the following benefits to staff:

- Wellbeing support (including occupational health, physio services and counselling services)
- Contributory Pension Scheme. (Contributions can be matched up to 5%.)
- Induction and ongoing training.
- Employee Assistance Programme
- Access to a rewards scheme designed to save money on shopping
- Cycle to Work Scheme.
- Have the school holidays off

Click here for more information on the benefits available: <https://www.percyhedley.org.uk/vacancies/staff-benefits/>

If you would like an informal conversation about this role prior to applying, please contact Lauren Stephenson (Lead Administrator) on:

l.stephenson@percyhedley.org.uk

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff and volunteers to share this commitment. Applicants should be aware that the post will only be offered to successful candidates subject to an Enhanced DBS check as well as other employment clearances.

Please note that this role is classed as regulated activity as it involves working directly with children and/or vulnerable adults. All shortlisted candidates will be asked to complete a criminal records self-declaration form prior to interview.

Please access the following link for our child protection policy:

<https://cdn.realsmart.co.uk/787366325e4eeff8306b3e7460fa2d76/uploads/2021/09/06074550/NC-Child-Protection-Policy-V-6.6-September-2021-FINAL.pdf>

This advert will close at midnight on Wednesday 20th July 2022.