

Trinity School  
Heathway Dagenham  
Essex RM10 7SJ  
Headteacher: Jo Long  
Tel: 020 3435 5955



## Administrative Support Officer

Grade: Scale 4

Salary: £23,634 pro rata (Actual pro-rotata salary will be confirmed by Payroll)

Hours: 8am – 4pm, 35 hours per week, Monday to Friday Term Time Only

Required: ASAP

Closing date: Friday 6<sup>th</sup> September 2024 @ 12.00 noon

Shortlisting W/B: Monday 9<sup>th</sup> September 2024

Interviews W/B: Monday 16<sup>th</sup> September 2024

Trinity School seeks a dynamic and proficient **Administrative Support** Officer to join our dedicated team. This role offers an exciting opportunity to contribute to the effective operation of our school and support the learning environment for our students.

The role entails leading and managing statutory assessments, the Annual Review process, and EHC procedures. It also involves providing comprehensive administrative support and ensuring prompt communication with parents and relevant agencies. For a detailed overview of the key responsibilities and qualifications required, please refer to the job description and person specification.

### **About Trinity School:**

Trinity School is a modern, vibrant institution catering to students aged 3 to 19 with a diverse range of learning difficulties, including moderate, severe, profound, and complex needs. Located in Dagenham, Essex, we provide a supportive and inclusive environment for our students, many of whom have an Autism Spectrum Condition (ASC).

### **Requirements:**

We welcome applications from candidates who possess the following qualifications and experience:

- Educated to at least 5 GCSE or equivalent
- Good knowledge and understanding of basic pupil annual review processes and procedures
- Excellent team working skills and proven experience of working well in a team
- Ability to communicate effectively with all members of the multi-disciplinary team at work
- Willingness to constructively challenge the work of self and others to continually improve own performance
- Excellent organisational, interpersonal and time management skills.
- Ability to use, to a good standard, a range of ICT packages including, Microsoft Excel and Word
- Ability to work under pressure and meet deadlines
- Basic knowledge of safeguarding/child protection responsibilities of staff in Schools/education

All applications should be made on the Trinity School application form available from the school website at:

<https://trinityschool.face-ed.co.uk/Vacancies>

Please note that CVs will not be accepted, and any applications submitted with a CV will not be considered. To ensure your application is reviewed, please follow the instructions provided in the job description and person specification.

Only those applicants that are shortlisted will be notified of the interviews

Trinity School is committed to safeguarding and promoting the welfare of our pupils and expects all staff and volunteers to share this commitment. A criminal record check via the DBS will be undertaken for the successful candidate. Online checks are completed for all applicants that are shortlisted for interview

This post is exempt from the Rehabilitation of Offenders Act and a comprehensive screening process, including a disclosure check will be undertaken on all applicants.