**THE PILGRIM SCHOOL**

The Pilgrim School is a school with a difference. It is a special school with a countywide outreach education support service for children and young people aged from 5 - 16 unable to attend school because of illness or mental health/emotional problems.

Teaching takes place predominantly in three ‘mini schools’ across Lincolnshire: Lincoln, Amber Hill and Baumber. In addition we offer teaching in the home for pupils too ill to attend a base. Our model is a transitional one: pupils may start in the home and transfer to a base. Pupils also reintegrate to their mainstream school although the majority of key stage four referrals complete their education at Pilgrim.

The context for such provision can be found on the DfE entitled ‘Ensuring a good education for pupils with health needs’. Further information can be obtained from the website address shown on the front page or, for more information specifically about our school, please visit [www.pilgrim.lincs.sch.uk](http://www.pilgrim.lincs.sch.uk).

**Range of pupils**

* Anxiety – about 70% of referrals for education support in the community
* High functioning ASD – currently 29% of referrals with associated anxieties
* Chronic Fatigue Syndrome – working with schools and the CFS Service to provide advice as well as support
* Post operative recovery
* Other medical reasons

**Apprentice Property Maintenance Operative – Full Time Position**

**Place of work**

The postholder will be expected to be able to visit all our bases.

A full, clean driving licence is essential.

**What is involved**

The successful applicant will work alongside the Facilities Manager, under the direction of a member of the school’s leadership team. The role is wide-ranging and diverse and will involve:

* Completing weekly compliance checks e.g. checking fire systems
* Minor maintenance tasks e.g. setting heating controls
* Working with external contractors e.g. alarm engineers
* Supporting with extra-curricular activities e.g. Duke of Edinburgh
* Additional projects undertaken during school holidays.
* To provide transport options for the school.  E.g. drive school minibus on trips

This is an exciting opportunity to make a difference to the education provision offered to these young people. A training package will be available to include gaining a better understanding of working with young people with medical conditions.

**Hours of work**

This is a full time position, 37 hours per week (Mon – Friday 0830 – 1630 hrs)

**PERSON SPECIFICATION – Admin Assistant**

**Knowledge and Experience**

* Practical skills.

**Skills and Abilities**

* able to work under pressure
* able to work independently and collaboratively as a member of a team
* effective communication, interpersonal, liaising and negotiating skills
* up to date skills and experience of computers
* Full, clean driving licence

**Personal Qualities**

* commitment to pupils’ well-being and to encouraging pupils to develop self-esteem and tolerance
* willingness to be involved in continuing professional development and activities.
* good personal organisation
* reliability and integrity
* ability to build positive relationships with key stakeholders
* enthusiasm for working with vulnerable young people.

**Recruitment Practice**

Please be aware that the school implements a rigorous and robust recruitment process that gathers evidence about candidates’ suitability to work with children as well as their suitability for the post in question and has proactive safeguarding procedures in place that address inappropriate behaviour.

An enhanced DBS disclosure is required for this post.