

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.

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

Admin Assistant – Full Time Position

Place of work

The postholder will be based at our Amber Hill Base. There may be occasions where they will be required to travel to the other bases. A full, clean driving licence is desirable.

What is involved

The successful applicant will work as part of a team, under the direction of a member of the school's leadership team. The role is wide-ranging and diverse and will involve:

- Reception Duties
- Processing pupil data information on systems, updating timetables and requesting transport
- Ordering stationary & photocopying

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 – 16.30hrs)

PERSON SPECIFICATION – Admin Assistant

Knowledge and Experience

- GCSE or equivalent in Maths and English at 'C' or above.
- Previous office experience would be desirable.

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

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.