

Administration Assistant
Full time - Term Time only
£18,936 - £19,623 per annum pro rata

Thank you for your interest in working at Rutherford School (part of the Garwood Foundation).

We are a mixed day school for children between the ages of 2-19 years who have profound and multiple learning difficulties with physical disabilities and complex medical needs; many also have visual and hearing impairments.

All of our pupils are wheelchair users, are medically dependent and require support with personal care. Pupils have access to fantastic facilities which include: hydrotherapy pool, sensory rooms and onsite physiotherapists and registered nurses.

We are recruiting for an experienced Administration Assistant to work in our small but busy school office and will report directly to the Office Manager.

The role will be for 5 days per week, full time, term time only and the hours of work are from 8:00am to 4:00pm.

The salary range for this role will be from 18,936 - £19,623 depending on skills and experience.

The successful applicants must be reliable, enjoy working within a childcare environment, be organised and be able to work on own initiative as well as part of a team. They must possess good interpersonal and administration skills and prove that they have eligibility to work within the UK and have willingness to be security checked through an Enhanced DBS, Barred List check, and undertake a pre-employment medical check.

For more information and to apply, please visit our website on:

www.rutherfordschool.org.uk and click on the vacancies tab to download an application form and the job description. On your supporting statement, please provide examples of performance from the person specification.

Completed applications are to be emailed to:

human.resources@garwoodfoundation.org.uk or sent by post to the attention of: Dr Carole Nicholson, Head of Rutherford School, 1a Melville Avenue, South Croydon, CR2 7HZ.

Closing date for the vacancy is Friday 20 April 2018.

Interviews will be held shortly after the closing date.

Rutherford School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. We are an equal opportunities employer. References and DBS Disclosure will be required for the successful applicant. Photographic identification, evidence of right to work in the UK and certificates of any relevant qualifications will need to be provided at interview stage.