

Riverside Bridge School Email: bridge@riverside.bardaglea.org.uk Headteacher: Mrs K Cerri Mixed 4-16 Special School	Administration Assistant - Receptionist Scale 4.7 – 4.10 35 hours per week (term time only) Required: ASAP
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Riverside Bridge School is a Special School for pupils aged from 4 – 16 years old, which opened in September 2015. This School serves families and pupils in the London Borough of Barking and Dagenham and neighbouring boroughs. The school is currently undergoing a large expansion and will be based across two sites (within walking distance of each other). It is part of this expansion which has generated this opportunity.

Pupils are admitted within the following categories of special needs:

- Autism spectrum disorder (ASD)
- Profound and multiple learning difficulties (PMLD)
- Severe learning difficulties (SLD)

We offer:

- A comprehensive CPD package with daily training
- A staff team who are keen to share their expertise
- Excellent working conditions and resources
- Opportunities and challenges
- Access to Perkbox and Perkbox Medical
- Employee Assistance Programme

We are keen to attract an Administrative Assistant who can demonstrate an optimistic and aspirational attitude towards our pupils and school. The candidate must be willing to undertake the appropriate training to gain the skills required to work in a specialist setting.

Selection Criteria

We are looking for enthusiastic, committed individuals who:

- 1) Has experience/an interest in working with children with Learning Difficulties
- 2) Holds GCSE's in English and Match of a grade C or above (4-9)
- 3) Has good ICT skills
- 4) Is able to demonstrate they are able to organise themselves and others
- 5) Is willing to put the needs of pupils first
- 6) Is able to work as a member of a team
- 7) Is able to be flexible in their approach to working

Application forms and further details are available at: the school website www.bridge.riversidecampus.com and should be returned by email by the closing date below.

Closing date: Friday 20th May 2022 @ 9am

School visits are recommended, especially if you are currently working outside of the special education sector. Please contact Miss Bliss to arrange a visit.

Riverside Bridge 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.

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.