

## Admin Assistant

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Company: East Riding of Yorkshire Council

Location: Newtownabbey

Category: other-general

### Description

#### **The job itself**

Riverside School is an over-subscribed community day special school, which caters for children aged 2 – 19 years. In 2020, the school was transformed by a large-scale refurbishment and extension project. Our expanded capacity now includes a designated EYFS provision and Sixth Form department, in line with the East Riding's Common Offer for special schools. The school's designation has also changed to accommodate individuals with SLD and complex needs, though many of our older students present as MLD. In addition to this building work, the school has developed a range of outdoor facilities to enhance pupils learning further, including animal care, horticulture and STEM activities. We now have a fabulous site on which we meet the needs of our children. We aim to keep pupils engaged whilst striving to develop their basic skills (Literacy and Numeracy) as well as social and life skills.

You would be joining a happy and successful school. More information about our school vision is available on the school website. Please contact us to discuss the possibility of a visit as we'd love to show you around our fabulous school.

Full & Part time applicants welcomed. Please state within your application the hours you would prefer.

The successful candidate will support teachers and pupils in all aspects of school life. You will work with a dedicated and dynamic team to help support pupils in accessing teaching and learning providing Admin support to the whole school. More information is

available in the person spec.

To start when all safeguarding recruitment checks are complete or in the new school year, September 2024, we are seeking a friendly and caring person who is able to establish positive working relationships with children and adults. You will have a good standard of general education including Maths and English and any relevant Admin/IT skills. You will have Admin experience, preferably in a school environment. An interest in or experience with children with autism would be advantageous. You will be willing to undertake further training to develop your knowledge, skills and understanding of how to work most effectively with pupils who have a diverse range of needs. These include a willingness to undertake CALM training (Child Restraint for children with SEN) and attend First Aid, Safer Assistance (Moving and Handling), Hydrotherapy Pool support courses & MIDAS/Minibus training, if appropriate to the role.

We expect all staff to share the school's commitment of safeguarding and promoting the welfare of children and vulnerable adults. You will need a good level of personal fitness and be in good health to engage with our students.

We can offer:

A friendly and caring work environment

Excellent facilities within a modern building

The opportunity to join our school and be supported by our existing Admin team & SLT.

A commitment to a wide range of professional development

Visits to the school are actively encouraged, please contact Abby Wilson at the school.

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