

School Secretary

School:	Beyond Autism	Posted:	12th August 2019
Location:	London, Greater London	Expires:	2nd September 2019 12:00 AM
Contract Term:	Permanent	Start Date:	As soon as possible
Salary:	£16,000 - £20,200	Job ID:	1062261
Hours:	Full Time		



Beyond Autism

School Secretary

BeyondAutism is looking for a School Secretary to provide essential administrative support to the Heads of School and Admin Team.

Salary: £16,000 – 20,200 depending on experience and qualifications

Hours: 37.5 per week, Permanent

Start Date: September 2019

Job Overview

The role of School Secretary is essential to the smooth running of the school. Working as part of a team, under the direction of the Executive Assistant to the Heads of Schools (EA), the Secretary will provide professional administrative support and an efficient front-line service for the reception area.

Job Requirements

- GCSE or equivalent in English or Maths at grade C or above
- Experience of general office tasks

The ideal candidate

- Strong Microsoft Office skills (including Word and Excel)
- Team-player with great communication skills
- Excellent time-management and organisation skills
- Ability to work under pressure
- Passionate and committed to the development of the children within the school

Why Choose us?

BeyondAutism is a charity dedicated to empowering children and young people with autism to lead fuller lives through positive educational experiences, training for those working with them and support for their families and carers. Managed on a not-for-profit basis by BeyondAutism is committed to the principles of Applied Behaviour Analysis and Verbal Behaviour. We successfully run Independent Special Schools for children aged 4-19, a Post-19 service, Outreach and Training and the beginnings of an Early Years' service. Our two schools have recently received 'Outstanding' Ofsted ratings. You will join a supportive staff team where teamwork, flexibility and a positive personality are essential attributes. To find out more about more, please visit our website.

What we Offer

- An excellent in-house professional training programme enabling you to develop within the field of special needs and education.
- A range of fantastic staff benefits.
- Ongoing support from a dedicated team who shares in the vision and values of the organisation and work together every day to empower our pupils and transform their lives.

- Clear career pathways with opportunities for professional development, including funding for training.

Closing date: 1st September 2019

Safeguarding Statement:

Beyond Autism is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. We particularly welcome applications from under represented groups including ethnicity, gender, transgender, age, disability, sexual orientation or religion.