

The Trustees are looking to recruit to the post of

Staff Support Coordinator

Samuel Laycock School

Ashton Under Lyne

NJC scale points 23-25: £30,151 – £32,020 per annum (full time equivalent)

Actual Salary range pro rata: £26,448 - £28,087 per annum

36 hrs 40 mins per week/Term Time plus 10 days

(Part time working may be considered)

Commencing as soon as possible

At Samuel Laycock School we are constantly striving to create the best learning opportunities for every pupil. We aim to provide a specialist, high quality, relevant and balanced education for pupils aged 11-16 who have moderate learning difficulties, autistic spectrum condition and severe learning difficulties. We also tailor the learning experiences for individual pupils' social and emotional development. All children and young people at Samuel Laycock School have an Education Health and Care Plan.

Samuel Laycock is delighted to be part of the New Bridge Multi Academy Trust (MAT) having joined on 1st April 2022. The Trust is a growing family of schools catering for young people aged 4 to 19 with an EHCP currently in the local authorities of Oldham, Tameside and Rochdale.

The Trustees are looking to appoint an experienced and motivated Staff Support Coordinator to join our dynamic, growing and committed staff team.

The role of the Staff Support Coordinator is to provide full and effective site-based support to senior managers around staffing issues and to facilitate recruitment, ensuring compliance with safer recruitment rules and practices. The role also involves working to support the central HR advisory team on a range of employment issues, including conditions of service and employee benefits, discipline, grievance, performance management and absence management. The Staff Support Coordinator will also provide pastoral based support and advice to staff on-site including employee benefits, wellbeing, development and staff relations. The post also involves leading on the wellbeing strategy including ensuring KPIs are met.

The successful candidate will have:

- Experience of working in a HR administrative / wellbeing capacity
- Experience of recruitment administration and interview procedures
- Experience of implementing a wellbeing strategy
- Experience of providing pastoral support to others
- The ability to provide basic advice on employment terms, conditions, policies and procedures
- Experience of using a full range of IT systems in order to gather data producing statistical reports in an informative and concise manner
- Organisational skills to work under pressure to complete tasks to potentially conflicting deadlines, which can involve prioritising own work and that of others if necessary
- The ability to deal sensitively and appropriately with confidential personal workplace situations
- Experience of working in and contributing to an effective team as well as working on own initiative



C r e a t i n g M e a n i n g f u l F u t u r e s

This post will be based initially at Samuel Laycock School in Ashton Under Lyne, however, all staff are employed by the MAT and are expected to work at any site within the New Bridge Group if required.

New Bridge MAT is committed to safeguarding and promoting the welfare of children and applicants must have a commitment to safeguarding young people. This post is subject to a satisfactory enhanced disclosure from the Disclosure and Barring Service and references will be sought prior to interview.

Salary: NJC scale points 23-25: £30,151 – £32,020 per annum (full time equivalent)

Actual Salary range pro rata: £26,448 - £28,087 per annum

Hours of work: 36 hours 40 mins per week/ Term Time only + 10 days (200 days) - Part time considered

Based: Initially at Samuel Laycock School, Broadoak Road, Ashton Under Lyne

Commencing: as soon as possible

Status: Permanent

Closing Date: Friday 2nd June 2023 – 9am

Interviews: To be confirmed

School information: Helen Wilson helen.wilson@samuellaycockschool.org

Completed application forms via email to: recruitment@newbridgegroup.org