



Woolwich Polytechnic  
School for Girls



### **Learning Support Assistant/Admin Assistant**

**Salary:** £21,795 - £22,587 (pro rata for TTO = £18,912 - £19,599 per annum)  
dependant on experience + Excellent Benefits

**Hours:** 8.30am to 4.30pm, Monday–Friday Term time only (TTO)

**Start Date:** As soon as possible

We are a small but expanding MAT, our vision is 'Success for Everyone.' There are currently two schools in the Trust, Woolwich Polytechnic School for Boys, a highly successful all-inclusive boys' school with a co-educational offer at Post 16, and the newly built Woolwich Polytechnic School for Girls, that is already making huge strides in the education arena. The schools pride themselves on a culture of high standards from staff and pupils. They are demanding yet rewarding schools where students and staff feel valued and supported.

Woolwich Polytechnic School for Girls are looking for a reliable and committed Learning Support Assistant that has the skills to provide administrative support to the department, in addition to working with the students. The ideal candidate will have the qualities, skills and drive necessary to fulfil this role. You will be working with students with special educational needs, helping them to achieve their targets as set out in their Individual Education Plans.

You will be required to support teaching staff to match individual needs across the curriculum for students with a wide range of learning difficulties to encourage the social, emotional, physical and intellectual development of all pupils. The successful applicant will also provide administration support to the SEND department including typing letters, maintaining data bases, use of SIMS to generate reports and letters.

You should have a good all-round education with A' Levels and GCSE grade C or above in English and Mathematics (or equivalent). A degree is desirable but not essential. Experience of working with students of secondary school age is preferable.

As a member of PolyMAT staff, we can offer you:

- Opportunities for career progression
- A competitive salary
- Excellent professional development
- All associate staff at Polymat are enrolled in the Local Government Pension Scheme, a contributory pension scheme
- An employee assistance programme
- Season ticket loans
- Finders fees for personal introductions of staff that we employ
- Excellent catering facilities
- Professional development bonus days
- Opportunity to join CSSC Sports & Leisure, for a small monthly fee, benefits include free English Heritage membership, free taste card, family days out plus many other benefits
- Workplace employee assistance programme

PolyMAT is committed to safeguarding and promoting the welfare of children and young people and expects all trustees, staff and volunteers to share this commitment. All successful candidates will be subject to an Enhanced Criminal Record Disclosure from the Disclosure and Barring Service, along with other relevant employment checks, including overseas criminal background checks, where applicable. All new trustees, employees and volunteers will be required to undertake safeguarding training on induction, which will be regularly updated in line with statutory guidance.

The school is also committed to promoting equality, challenging discrimination and developing community cohesion. We welcome applications from all sections of the community.

**The closing date for applications is Sunday 30 January 2022.** Interviews will be scheduled to take place shortly after.

All applicants will need to complete a Woolwich Polytechnic School Employee Application form which can be found at [www.woolwichpolygirls.com](http://www.woolwichpolygirls.com)