



Have you ever thought of working with pupils with individual challenges in a specialist environment?

We are looking for a talented and inspiring individual to work in our school!

School Administration Assistant

**Permanent Position
Grade 3/4**

Required for start January/February 2018

Northern House School (Wokingham) is a Social Emotional Mental Health day/residential school for primary and secondary aged boys and girls.

Are you a creative Practitioner who is looking for a challenge? Would you like to join a team that is able to think outside of the box and is committed to changing the lives of the young people within this recently expanded primary and secondary specialist school environment.

We are seeking to recruit a School Administration Assistant. Candidates must have the ability, confidence, vision and skills necessary to implement change and promote excellence.

Visits to the school are encouraged and may be arranged through Andy Kessock-Philip, School Business Manager on 01189 771293.

The closing date for applications is: Friday 22nd December 2017

Candidate assessment and interviews will be held week commencing 8th January 2018.

Please contact the school for more information and an application pack, or download the pack from our website.

www.northernhouse.org.uk

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake a criminal record check via the Disclosure and Barring System.

Believe, Achieve, Succeed

**Northern House School (Wokingham), Gipsy Lane, Wokingham, Berkshire
Tel: 0118 9771293 Fax: 0118 9776598 www.northernhouse.org.uk**

Northern House School (Wokingham) is an academy managed by Northern House School Academy Trust, which is an exempt charity and a company limited by guarantee, registered in England and Wales.