



Administrative coordinator

Post:	Administrative coordinator
Grade:	Grade 5 SPC 17, pro rata, term time only, 39 weeks per year.
Location:	Addenbrooke's Hospital, Hills Road, Cambridge, Pilgrim Pathways School, Ida Darwin, Fulbourn, and any other location from which the Pilgrim Pathways school operated.
Start Date:	As soon as possible.
Hours:	Up to 25 hours per week ideally over 5 days, term time only (39 wks/yr). Flexibility in working will be considered for the successful candidate.
Contract:	Permanent
Reports to:	Teacher in charge of centres and SLT

Pilgrim Pathways School is an outstanding alternative provision for 4-18 year olds, which includes five centres split over two hospital sites:

- Darwin Learning Centre provides education to young people currently accessing the Darwin Centre for Young People - a Tier 4 adolescent psychiatric unit for young people from the ages of 13-17 years old with mental health difficulties.
- The Beacon Learning Centre provides education to young people currently accessing The Beacon – a complex eating disorders specialist unit for young people from 12-18 years old.
- Croft Centre provides education to young people currently accessing The Croft Children and families unit – a social, emotional and behavioural difficulties specialist unit for children aged 8-13 years old.
- Addenbrooke's Hospital education team provide education to children and young people across the Addenbrooke's site aged 4-18 years old who have physical health conditions.
- Home Treatment Team – Education provision for students not accessing school in the community who have been referred to the Home Treatment Team

Pilgrim Pathways School is currently going through some exciting developments – including the planning and shaping the development of the education provision in the New Children's Hospital at Addenbrooke's and developing our outreach service. This is an exciting time for our dynamic and unique school, and for you to join us on our ongoing journey of delivering excellence in hospital and SEND education.

We are looking for someone who is well organised, able to work independently and is highly motivated with a desire to help improve education services for all children. You should be able to work under pressure, be able to prioritise, use your initiative and problem solve.

We are seeking someone who is organised and able to manage their time efficiently. Moreover, the candidate must have excellent interpersonal skills, and be a proactive communicator, and have the ability to represent the service in a positive and professional manner, including communicating with a wide range of internal and external stakeholders.

To be successful in this role you must be reliable, professional, independent, and have a friendly approach to help you get on with people at all levels. You will be keen to learn, be a forward thinker and have the ability to take a hands-on approach to developing the role and the functions within it. Candidates will need to have some experience of working in an administrative context, and must be willing to undertake CPD. Previous school experience is desirable but not essential.

The successful candidate will be joining our team of passionate, skilled and friendly practitioners who are committed to providing high quality learning opportunities to young people during their time at the Pilgrim Pathways School.

You will need to have an unconditional and positive regard for the well-being of the young people, have a friendly and patient approach and promote the inclusion of all pupils ensuring they have equal access to opportunities to learn and develop.

We offer:

- An opportunity to work in a unique educational setting
- A chance to work within a supportive multi-disciplinary team of therapy staff, medical staff and teachers
- A learning community with a strong commitment to CPD
- A dedicated and supportive staff team
- A small and friendly team of leaders, teachers and staff that are welcoming, skilled and dedicated to our pupils
- Collaborative planning with centralised, shared units of work and resources
- As a member of a small team, the chance to make real impact and be instrumental in influencing practice across the whole school
- A committed and supportive management committee
- A good work-life balance: generous non-contact time is allocated.
- The opportunity to work with often high-achieving students in small groups, seeing the positive difference education makes in their lives.
- Enhanced DBS
- Cycle to work scheme
- Ample on-site car parking in a village location, close to local amenities including a large Tesco's and village amenities.

Should you have any questions or wish to discuss the role further, applicants can visit the school website www.pilgrim.cambs.sch.uk and are welcome to contact our Head Teacher, Nadine Gooding-Hébert via email: head@pilgrim.cambs.sch.uk or office@pilgrim.cambs.sch.uk

Pilgrim Pathways School is committed to safeguarding and promoting the welfare of children and all successful candidates will be expected to have a DBS and other relevant employment checks prior to starting. CVs not accepted.

Closing Date: 26th January 2025

Interviews: w/c 27th January or 3rd February 2025

Please note we will interview strong candidates on receipt of application, and therefore this vacancy may close early.