



Vacancy Advert

Doubletrees School

Job Title:	Education Health Care Plan (EHCP) Coordinator
Closing Date:	Midnight 29 th September 2024
Interview Date:	Tuesday 2 nd October 2024
Contract Type:	Permanent, part-time 21 hours per week 08:30 – 16:00 Tuesday, Wednesday, plus 1 additional weekday of choice. There may be flexibility around the working pattern after 6 months in post.
Salary:	£25,350.00 FTE - £12,541.92 actual salary
Base:	Doubletrees School
Start date:	As soon as possible

This is an exciting opportunity, to join our team and to support and develop the school in line with its shared values and improvement priorities. Doubletrees School provides a creative and ambitious centre of learning for 105 pupils with a range of complex learning and communication needs aged from 2-19 years.

The school is a member of the Special Partnership Trust, an ambitious and inspiring collaboration of specialist provision in Cornwall, with a focus on excellence in learning for everyone.

We are seeking to appoint an experienced and flexible administrator, to plan, co-ordinate and administer the smooth running of annual reviews, transition reviews and any in-year reviews/plan adjustments to reflect the changes in the child's needs or circumstances.

Doubletrees School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All offers of employment are subject to the satisfactory completion of checks and references, including an Enhanced Disclosure and Barring Service (DBS) check. Following updated guidance in Keeping Children Safe in Education; Doubletrees School will undertake an online check of all shortlisted candidates.

We will offer you a detailed induction and ongoing, high quality professional development opportunities to fully develop in your role. You will have the opportunity to work across our setting to further enhance your career progression. A commitment to continuing your learning journey is necessary.

If you have the commitment, energy, initiative, and drive to help us meet our core values, then we welcome your application.

Please visit the school website www.doubletrees.org.uk for further information and an application pack.

Completed applications should be returned to the Administration Manager lean@doubletrees.org.uk no later than midnight on the 29th September 2024. Please note that we do not accept CV's.