



# Teddington School

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Headteacher: Kathy Pacey NPQH

Bourne  
Education  
Trust



Transforming schools... changing lives

## Student Services Officer

**28.33 hours per week (Monday-Friday 9am-3pm with 20 mins unpaid break per day)**

**38 weeks per year (term time plus one week)**

**Salary Range: NJC 7-10 -Salary: £15,376 actual**

We are seeking to appoint a Student Services Officer to be a proactive part of our community to support all our students in having a positive school experience. You will be the schools main first aider and provide a high-quality service to students throughout the school day to assist them with a range of tasks. Every day will be different and extremely rewarding, and you will have the ability to build good relationships with our students and to put them at ease when dealing with sensitive matters.

This post is suitable for either someone with a background in administration or a first aid environment, with a willingness to learn and being receptive to challenge being key attributes. The successful applicant must be prepared to undertake enhanced first aid training, should this be required (as arranged by the school). However, all applicants must have first aid experience and be comfortable dealing with the differing needs of our students.

A job description and person specification can be found further down.

Closing date for applications:

**Wednesday 2 February at 12 noon**

Interviews:

**w/c Monday 7 February**

Please email your completed application form to Kim Bradstreet, HR Officer, (email details can be found at the top of the application form) or you can post your application form for the attention of Kim Bradstreet, at Teddington School. Please note that we are unable to accept or consider CVs.

*Teddington School may hold interviews as and when applications are received, and this job may be withdrawn at any point without notice. With this in mind, you are encouraged to apply as early as possible.*

Teddington School is committed to safeguarding and successful applicants will be required to undertake a Disclosure and Barring Service (DBS) check.



CEO: Mr Alex Russell OBE

Registered Office: Ruxley Lane, West Ewell, Surrey, KT19 9JW, Telephone: 020 8974 0400 Email: [info@bourne.education](mailto:info@bourne.education)  
Bourne Education Trust is a charitable company limited by guarantee registered in England and Wales

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## **Bourne Education Trust**

Teddington School is part of Bourne Education Trust ('BET') - a regional multi-academy trust made up of nineteen schools, across both primary and secondary phases.

Specialising in supporting schools to improve their performance, BET continues to grow a community of high performing academies with the highest aspiration and dedication to achieving the best outcomes for their learners.

Led by Alex Russell, CEO, and supported by an executive team and board of directors, BET's 1,050 staff currently educate over 7,700 pupils.

BET is a fast moving and exciting place to work with every school within our Trust free to shape their individual character. Our brilliant teachers, support staff and leaders share a commitment to providing a first-class education to the children within their schools and as a Trust we strive to ensure that our provision enables every child to fulfil their potential.

Our people are the key to our success and for this reason we believe in creating great places to work where people feel supported and encouraged to be the best they can possibly be.

Staff within our schools can expect to be challenged and motivated to achieve their ambitions, and such is the scale and scope of the Trust's school-to-school support work, successful candidates can expect to:

- Work in a high performing and supportive environment with dedicated high-quality induction, coaching and mentoring programmes
- Develop their teaching pedagogy within a culture of collaboration and sharing of best practice
- Receive focussed career planning and professional development advice, which can result in rapid promotion either through direct placement or via secondments
- Work with our teaching school partner to successfully navigate your NQT status, if applicable, and receive support in achieving your qualified teacher status in the UK if you have come from abroad
- Work within an organisation that prioritises staff well-being, supports effective planning, preparation and administrative time as well as access to high quality shared resources and the opportunity to work a shorter academic year than most.