**School Attendance/ Admissions Officer and SEND Administrator**

 **Grade 6 £24,858- £27,541 (35 hours per week, TTO)**

**Starting date: 01/09/2024**

Manchester Hospital School provides education for children and young people who cannot attend their usual school because of their medical or mental health needs.

Our schools operate across a number of sites, teaching children of all ages and abilities. We also work with schools across Manchester and beyond, offering advice and practical assistance on how they can best support any of their students who can no longer attend school for health reasons.

One of our Schools is the Leo Kelly School. This is a community special school for up to 57 students who are aged between 11 and 18.

The successful candidate will be the School Attendance/ Admissions officer and SEND Administrator for Leo Kelly School and may be required to work at any of the other hospital school sites where required. You will work within a team of skilled and dedicated professionals who champion the needs and rights of pupils who are vulnerable and have complex needs.

We are looking for someone who:

* Has excellent communication skills
* The ability to be flexible, show initiative, be reliable and enthusiastic
* Forward thinking and able to be proactive and work on own initiative
* Someone to work effectively as part of a team

This is a great opportunity to work with a team of knowledgeable and skilled practitioners and also build professional relationships with outside agencies.

**Closing date- 2nd July 2024**

**Shortlisting date- 3rd July 2024**

**Interviews will be held on 12th July 2024**

**Please return completed application forms to-** **d.clough@hospitalschool.manchester.sch.uk**

We are fully committed to safeguarding and promoting the welfare of children, younger learners and vulnerable adults and we expect all staff and volunteers to share the same commitment. The above post will be subject to enhanced DBS checks, satisfactory references and will be exempt from the provisions of the Rehabilitation of Offenders Act 1974.