

## Brindishe Green School

Beacon Road, London SE13 6EH Tel: 020 8852 7245  
info@brindishegreen.lewisham.sch.uk www.brindisheschools.org



### Attendance, Welfare and Safeguarding Assistant

**Term time only – 41 weeks**

**Scale 3 Spine point 15-17**

#### The role

We are seeking to appoint an enthusiastic and committed Attendance, Welfare and Safeguarding Assistant to work within a well resourced office at Brindishe Green School, a large, outstanding, three form entry primary school, in the heart of the Hither Green community. Brindishe Green is part of a federation with two other local outstanding schools: Brindishe Manor and Brindishe Lee.

The successful candidate will work in close partnership with the Federation AWSO, parents, carers and the school community and liaise with a wide range of external professionals. We are looking for someone who is passionately committed to ensuring all of our pupils access the education they are entitled to.

#### What we're looking for:

- ✓ Experience of working within Schools and the Attendance teams
  - ✓ Excellent interpersonal skills and an ability to work within a team
  - ✓ Excellent management, organisational and time management skills
  - ✓ The necessary communication skills to be able to liaise with a variety of external agencies

#### Location:

Beacon Road, Lewisham, London. SE136EH

#### Salary details

Scale 3 (negotiable dependant on experience)

#### Further information

Visits are strongly recommended. Please contact Head of School, Gerlinde Achenbach on 07539 875514 or by email on [headteacher@brindishegreen.lewisham.sch.uk](mailto:headteacher@brindishegreen.lewisham.sch.uk) to arrange a suitable time.

For an informal discussion, please contact Rachel Waite - Executive Headteacher 07508868726 or by email on [rwaite@brindisheschools.org](mailto:rwaite@brindisheschools.org)

*The Brindishe Federation is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share in this commitment.*

The post is subject to a fully enhanced DBS.

Headteacher: Gerlinde Achenbach Executive Head: Rachel Waite Chair of Governors: Lindsay Dale

In partnership with Brindishe Lee and Brindishe Manor Schools

To find out more, including a full job description and person specification and to apply, please visit: [www.green.brindisheschools.org](http://www.green.brindisheschools.org)

A completed application form must be sent via email to [rwaite@brindisheschools.org](mailto:rwaite@brindisheschools.org)

**Closing date:** Monday 20<sup>th</sup> May 2019, 9am

**Interviews to be held:-** Wednesday 22<sup>nd</sup> May 2019