



Advice Worker **Hay 7 – Term time only**

(Standard working week 36 hours /5 days) Term time only

The Governors of Highshore School are seeking to appoint an experienced and motivated Advice Worker to join the team in our excellent special school.

About the School:

Highshore is a vibrant special school which provides a high standard of education for pupils aged 11-19 with a range of complex needs including Down's syndrome, Autism and complex medical needs. This is an exciting time to join us. We moved to a new site in Camberwell in May 2014 with a purpose-built school. Highshore school was judged a Good school in our most recent OFSTED inspection (February 2013)

Core Purposes of Post:

- To provide advice and support to parents in a range of areas including: Housing, Benefits, School Transport and Welfare
- To liaise with specialist services and assist parents in completing documentation
- To engage effectively with parents from diverse backgrounds and with a wide variety of needs
- To be confident in using MIS systems to support the school admin team

Closing date for applications: **Tuesday 28th June at 12 noon**

Interviews to be held on: **Friday 8th July**

If you would like to arrange a visit to the school before considering applying for the post, please contact the Headteacher Eileen Ollieuz
headteacher@highshore.southwark.sch.uk

To request an application please contact Emma Marks
emarks@highshore.southwark.sch.uk

All Southwark schools are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. All posts are subject to pre-employment checks, references will be sought and successful candidates will need to undertake and enhanced DBS check