

Alternative Provision & Outreach Administrator

SALARY RANGE: GRADE 5 (SCP 12-17)
Permanent contract, Term time only
Actual Salary (£21,042 - £23,059)

Foundry College is a 'Good' Pupil Referral Unit in the heart of the community of Wokingham supporting the young people, schools and families in the borough as well as opening our doors to surrounding authorities. Our dedicated staff offer a range of educational, emotional and behaviour support, with bespoke packages for our students aged 5 - 16. The successful candidate will join us at an exciting time as we develop our services and aspire towards 'Outstanding'.

As Foundry College develops its provision, we are looking to recruit an **Alternative Provision & Outreach Administrator**, committed to making a difference to our young people in Wokingham.

Job Purpose

- To develop, co-ordinate and quality assure a programme of off-site provisions.
- To work closely with the Outreach Strategic Lead, providing excellent administrative support
- Oversee all administrative elements of pupils from mainstream provisions or Foundry College to the AP, monitoring provision, financial control and identifying those whose needs are met and are ready to return to their provision.
- To support the needs of individual pupils and small groups of pupils in accordance with Foundry College policies and government initiatives in the pursuit of high standards of pupils' achievement through the correct AP intervention.

The ideal candidates will:

- Have a passion for building strong relationships with young people through restorative working
- Thrive in a challenging environment
- Be resilient and approachable
- Be good communicators who are able to inspire and motivate pupils and staff, but who can also remain calm under pressure and have a sense of humour
- Be creative and have initiative, striving to bring out the best in pupils and staff
- Model strong professional behaviours, both in personal presentation and on paper

In return, we can offer you:

- A bright, modern College with a creative approach to working with young people
- Excellent opportunities for professional development
- A friendly and supportive staff team, dedicated to improving pupil outcomes and life chances
- A Senior Leadership Team that encourages team working, innovation and the use of solution-based thinking

For further information please contact Louise Brookes, Outreach Strategic Lead, on 0118 334 1510.

To apply, please visit our website [Support Staff Vacancies | Foundry College](#) where you will find the job description and application form. Completed Application Forms should be emailed to recruitment@foundry.wokingham.sch.uk.

Closing date: 20th November 2024 **Applications will be considered on receipt.**

Foundry College is fully committed to safeguarding and promoting the welfare of children and young people.

This position requires an enhanced DBS disclosure
CVs will not be accepted