

**Receptionist and Administrator
Required September 2026**

**Local Government Pay Scale 3 - 4 (Points 6 – 9)
Actual Starting Salary: £18,366.41 per annum***



We are looking for enthusiastic, reflective team players to join our school community.

We welcome knowledge and experience of SEND. However, those without, only need to bring a willingness to learn, resilience and a sense of humour! We will support you to develop skills and strategies to ensure a positive and enriching educational experience for our young pupils with autism.

Headteacher's Letter



Hawthorns Connect

Headteacher: **Hayley Kersey**

Contact Address: The Hawthorns School, Thornhurst Road, Chelmsford, Essex, CM1 2XT

Telephone: 01245 207607 Email: admin@thehawthornsschool.com

Dear Candidate

We are delighted to invite applicants for a part-time Receptionist and Administrator to join our team within a newly established satellite provision.

Thank you for your interest in this post. **Hawthorns Connect** is a satellite provision of **The Hawthorns School**. It will provide education for up to 20 pupils, all of whom have a diagnosis of autism, with anxiety presenting as the primary barrier to school attendance. Pupils placed at Hawthorns Connect will typically have experienced significant challenges within mainstream or specialist settings and will meet the criteria for Emotionally Based School Avoidance (EBSA).

Hawthorns Connect will operate as a trauma-informed and autism-informed provision, with a clear focus on re-engaging young people with education. The school is **committed to supporting pupils** to rebuild trust, develop resilience and access meaningful learning opportunities, enabling them to achieve their full potential and move towards fulfilling and successful adult lives. The expected academic outcome is that pupils will leave Hawthorns Connect equipped with **five GCSEs**.

Staff appointed to Hawthorns Connect will be required to demonstrate high levels of skill and experience in working with neurodivergent children, applying trauma-informed approaches to support emotional regulation, engagement and sustained progress.

We want our pupils to be the best they can be. Are you someone who can help us do that?

- Are you **thoughtful, compassionate** and **reflective** and a team player?
- Do you want to support pupils to **engage, learn and achieve**?
- Do you share our ethos of **kindness, curiosity, integrity and participation**?
- Do you have **experience of working or living with neurodivergent young people**?

If so, then you could be the **resilient** and **collaborative** person who needs to join our school community. We work hard, have a desire to learn, are adaptable and have a 'can do' attitude. If you are someone who embraces a challenge and has a **sense of humour** we would love to hear from you. In return, we can offer you professional fulfilment and development, care and attention to wellbeing and a brilliant and supportive team to work with.

The Hawthorns is one of a community of Special Schools, supported by the well-established and highly regarded **SEAX Trust**. The Trust respects and trusts each school to evolve its unique identity, whilst providing layers of support and networking at all professional levels. **Do consider joining us in achieving our goals. At least come and see us. You have nothing to lose and everything to gain.**

Best wishes

Hayley Kersey

Headteacher

celebrating diverse abilities