

Administrative Assistant

(with Finance Responsibilities)

Required April 2026

LGPCD Scale 5-6 subject to skills & experience



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 'can do' attitude! 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

Headteacher: **Hayley Kersey**

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

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Dear Candidate

We have an opportunity for a part-time Administrative Assistant with Finance responsibilities to join our busy School Office team.

Thank you for your interest in this post. The Hawthorns School opened its doors in January 2023, for autistic children. **We are now in our beautiful brand new purpose-built school and are expanding our provision.** We need to add to our team of staff who make up a therapeutic, dedicated, tight-knit and supportive team who prioritise the needs of the pupils through an evolving curriculum with the development of social communication at its core.

This is a unique opportunity to join us in providing a holistic education and environment. **Previous school office and Finance experience is desirable, however, relevant office/admin experience is essential.**

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

- Are you organised, efficient and keen to work in a busy school office?
- 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 bags of energy and are you someone who **thinks, watches and listens** but also **takes initiative**?
- Do you have an **interest in, or experience of, working or living with autistic 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, a lot of fun 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