



## Room Manager for our Autistic Resourced Provision

School Name: Hallfield Primary School

Band 2, Step 3

Fixed term contract from January to August 2025 with potential to become permanent

Term Time only (36 hours per week – 39 weeks per year)

Actual Salary: £31,393 (Full time equivalent £36,345)

Start date: January 2025

The Headteacher and governors of Hallfield Primary School are seeking to appoint a Room Manager for our newly established Autistic Resourced Provision (3-5 year olds).

We are looking for a caring, skilled and self-motivated Room Manager to work in our highly successful and friendly Early Year provision. This person will play a key role in supporting the teaching and learning needs of 8 - 16 children with Autism or on a pathway to receiving a diagnosis of Autism.

Hallfield Primary School has 270 children from 2-11. It is an exciting and vibrant place to work where the staff team are focused on quality and achievement in all areas of school life. The school is located in Bayswater and has excellent public transport links.

The successful candidate will:

- be qualified to NVQ level 3 in teaching assistance or equivalent qualifications or experience
- be keen, enthusiastic and positive team player
- have a basic knowledge of Early Years Foundation Stage curriculum requirements & their implementation.

In addition, you will need to be fluent in spoken and written English, numerate and able to work as part of a team. ICT skills are essential.

In return the school can offer:

- a friendly and welcoming team;
- development in this area of expertise;
- the opportunity to be part in a forward thinking, dynamic school who sees children at the heart of the learning process.

You will be supported by our Board of Governors and colleagues in all aspects of your professional development, and will be warmly greeted by our pupils and parents alike.

Please send your completed Application form to [office@hallfieldschool.org.uk](mailto:office@hallfieldschool.org.uk). Visits to the school are warmly welcome. To arrange a visit, please contact Mrs Little on 020 7087 4960.

Please download the job application form, Job Description/Person Specification and Application form from our website:

[Autistic Resourced Provision Room Manager - deadline 15 March 2024 by 12pm | Hallfield Primary School \(hallfieldschool.org.uk\)](#)

**Closing date for applications:** Monday 9<sup>th</sup> December 2024 by 9.00am.

**Interviews:** the week commencing Monday 9<sup>th</sup> December 2024. Only shortlisted candidates will be contacted.



## **Safeguarding**

We are committed to safeguarding children and promoting their welfare. As such there may be additional safeguarding requirements and responsibilities depending on the nature of the role advertised and the extent to which the role will involve contact with children. We expect all staff to share our commitment to safeguarding.

A professional social media check will take place to reduce risks to reputation, confidentiality breach and data security. The check identifies a candidate's online presence to look for negative behaviours such as bullying, racism, nudity and excessive bad language.

The post is subject to an enhanced Disclosure and Barring Service check.

Roles are exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020, as the work brings employees into contact with children who are regarded by the Act as a vulnerable group. Applicants for any role at either school in the North Westminster Federation must disclose all spent and unspent convictions.