



**The Scottish Centre for Children with Motor Impairments
(Craighalbert Centre and School)**

**Administrator
Full Time Permanent Post (37 hours)
Approx. £21-23K per year (DOE)
Generous Holiday Package: 11 weeks/ 55 days per year**

**Core Hours: Monday – Friday 8.30am-4.30pm
Regular Evening and Weekend Working Required
(Time off During Core Hours will be Granted)**

We are looking for an enthusiastic and dynamic individual to join our team. You will play a key role in supporting the SCCMI's administrative function. This is an exciting opportunity to be part of a creative service that is remodelling integrated learning, care and therapy for children and young people affected by neurological conditions. The Centre includes an independent school for children and young people with additional support needs (ASN), nursery services and inreach/ outreach learning and therapeutic services that support families and practitioners throughout Scotland. The children and young people attending the school and nursery experience complex health and learning needs. Families supported through inreach/ outreach services are affected by a broad range of disability impacting on motor function and learning. Our aim is simple, to support children, young people, and their families to attain and maintain the highest level of holistic wellbeing possible. Multidisciplinary teams around the child work collaboratively alongside parents maximising the benefit from Centre and community resources to give children and young people exceptional experiences to achieve ambitious outcomes. You will have an opportunity to work across the range of Centre services with children of all ages from pre-nursery through to 18 years. Our ethos is to get it right for every child helping children and young people gain the knowledge, skills and attributes needed for life in the 21st century.

The successful candidate will be able to continue in the Strathclyde Pension Scheme. The successful candidate will be eligible to join Strathclyde Pension Scheme if not already contributing to any pension scheme.

The successful candidates will be required to undertake a Disclosure Scotland (PVG) Check.

**Closing date: Noon – Friday 11th February 2022
Interviews will be held the week commencing 28th February 2022**

For informal and confidential discussions, contact:

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The Scottish Centre for Motor Impairments www.craighalbert.org.uk
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The Scottish Centre for Children with Motor Impairments



Administrator

Further Particulars

January 2022

Administrator

Further Particulars

Contents	Page
1. The Scottish Centre for Children with Motor Impairments	1
1.1 Introduction	1
1.2 Centre Leadership	1
1.3 Location	1
1.4 Physical Environment	1
1.5 SCCMI's Quality Status	1
1.6 SCCMI's Unique Working Methods: Integrated, Collaborative Working	2
2. Meeting Children's Needs	3
2.1 Characteristics of Children/Young People with Whom the Centre Engages	3
2.2 Nursery and School Provision	3
2.3 Programmes and Inreach/Outreach Services	3
3. Role, Responsibilities and Requirements	4
3.1 Post Role and Requirements	4
3.2 Job Description	4
3.3 Person Specification	6
4. Pay and Leave and other Conditions of Service	7
4.1 Pay	7
4.2 Pension	7
4.3 Annual Leave	7
4.4 Working Hours	7
4.5 Continuing Professional Development	7
5. Selection Arrangements	8
5.1 Prior to Submitting an Application	8
5.2 Initial Applications	8
5.3 Applicants Selected for Interview	8
5.4 Interview	8
6. Start Date	8

1. The Scottish Centre for Children with Motor Impairments

1.1 Introduction

The Scottish Centre for Children with Motor Impairments (SCCMI) is an organisation with extensive, expansive, outward-looking, and multi-faceted requirements and responsibilities. The Centre was purpose built as a national resource with funding from central Government and continues to benefit from annual Scottish Government grant funding. The Centre provides learning, care, and therapy for children of all ages affected by neurological disorders. It includes an independent special school, nursery services and inreach/outreach learning and therapeutic services that support families and practitioners throughout Scotland. The children and young people attending the school and nursery experience complex health and learning needs. Families supported through inreach/outreach services are affected by a broad range of disability impacting on motor function and learning. Our aim is simple, to support children, young people and their families to attain and maintain the highest level of holistic wellbeing possible. Multidisciplinary teams around the child work collaboratively alongside parents maximising the benefit from Centre and community resources to give children and young people exceptional experiences to achieve ambitious outcomes.

1.2 Centre Leadership

The Chief Executive, Bob Fraser, is supported by the Centre Leadership Team, who are overseen by the Board of Directors.

1.3 Location

The Centre is located in Central Scotland with motorway, trains and buses providing excellent transport links and easy access to Glasgow, Edinburgh, Stirling and beyond. The Centre is set in its own grounds that are linked to a country park providing a quiet and restful working environment. Walking and cycle paths connect the Centre to many residential and retail opportunities. For those wishing to live nearby there is a wide range of housing available including many options for modern urban town living through to village or country living within 10 minutes' drive.

1.4 The Physical Environment

Learning, care, and therapy take place in stimulating environments within a welcoming, spacious and pleasant building. Specialist play, therapeutic, educational and communication equipment is employed to promote the child's engagement in and benefit from activities. Children receive aquatic therapy in the Centre's custom-designed pool and use the grounds' outdoor learning areas, therapeutic equipment, and play areas to support the provision outdoor activities.

1.5 SCCMI's Quality Status

The SCCMI has been subject to a range of external assessments of its work in recent years including:

- Education Scotland
- Care Inspectorate.

(i) Education Scotland

Following the inspection in June 2016, a highly positive report was received from Education Scotland, with the inspectors' views confirming the high-quality education and therapy services and facilities offered by the SCCMI, with the inspectors using the terms, 'outstanding', 'excellent' and 'exceptional' through the report.

(ii) Care Inspectorate

The SCCMI had unannounced inspections from the Care Inspectorate in March 2019, 2017, and 2014, with those inspections confirming the quality of the SCCMI's care. Elements of the service were assessed as:

- Quality of Care and Support 6 - Excellent (2019 & 2017)
- Quality of Environment 6 - Excellent (2017)
- Quality of Staffing 6 - Excellent (2019 & 2014)
- Ensuring Children's Health and Wellbeing Needs Are Met 6 - Excellent (2014)

1.6 The SCCMI's Unique Working Methods: Integrated, Collaborative Working

At the SCCMI, as is the case in many organisations, the concept of the multi-disciplinary team around the child is established. However, SCCMI has taken this concept much further than occurs in most organisations. At SCCMI all activities are designed to be outcome focused improving holistic wellbeing. To do this in the most effective, person-centred, and enjoyable way often requires creative approaches that in turn require flexible, integrated, collaborative 'co-professional' working when planning and delivering learning, care and therapy.

Co-professional working therefore enables staff drawn from a range of appropriate professional disciplines including e.g., teachers, physiotherapists, occupational therapists, speech therapists and learning and therapy facilitators, to work in an integrated and co-professional manner that can offer a collective and cohesive approach but employ specialist knowledge when required. The objective of co-professional working is that staff operate as a cohesive group, delivering services in a holistic manner to individual children or a group of children, deliberately attempting to blur the edges between the professions; and ensuring that the whole of the SCCMI's workforce is greater than the sum of the individual parts.

2. Meeting Children's Needs

2.1 Characteristics of Children/Young People with Whom the SCCMI Engages

The children/young people with whom the SCCMI engages are those affected by neurological conditions who have abilities across a wide range of the severity and complexity, including some of those with 'complex and exceptional healthcare needs' and/or life -limiting conditions. These children/young people have an age range of birth to 19 years.

2.2 Nursery and School Provision

The Centre has facility to provide early learning (\approx 3-5years), primary schooling (\approx 5-12 years) and secondary schooling (\approx 12-18 years). All children currently attending the school have profound and multiple learning disabilities (PMLD). Group activities to improve health and wellbeing outcomes can be organised around chronological age however equally they are organised in the most efficient and effective way to: address barriers to learning; maximise on engagement with learning; provide for social interaction; maximise therapeutic benefit; and provide the most stimulating and enjoyable experiences.

2.3 Programmes and Inreach/ Outreach Services

The Centre is currently remodelling it's national inreach/ outreach programmes/services

3. Administrator

Role, Responsibilities and Requirements

3.1 Post Role and Requirements

Responsible to the Head of Corporate Services, the appointee will make a significant and sustained contribution towards a wide range of administrative functions in supporting the organisation's ambition to establish itself as the Scottish centre of excellence in the provision of integrated learning, care and therapy for children/young people with motor impairments.

3.2 Job Description

Key responsibilities

- Providing the highest quality administrative support to the Centre Leadership Team and the wider staffing group.
- Providing reception duties, welcoming all service users/visitors at the reception desk during school hours, evenings and weekends as required.
- Being a main point of contact for queries from staff, parents and visitors, in person, by phone or email.
- Supporting the effective co-ordination of a child's nursery, school, inreach / outreach placement throughout the placement lifecycle.
- Ensuring all documentation associated with a child's nursery, school, inreach/ outreach placement is correctly completed, processed, and filed accurately and in accordance with GDPR regulations.
- Organising and attending meetings, taking minutes, and ensuring actions are followed up.
- Processing all authorised Centre purchase requests in line with the Centre's purchasing procedure.
- Assisting with the preparation, finalisation and distribution of papers and reports, ensuring tight deadlines are met.
- Assisting with the organisation of SCCMI conferences and events.
- Assisting with the collation of marketing material to promote the Centre's programmes and services.
- Participating in the Centre Development Plan.
- Carry out any other duties as reasonably required by the Centre Leadership Team and wider staff group.

Responsibility to other staff

- Work collaboratively and co-operatively.
- Fully support and welcome new staff during and following induction period.

Responsibility to organisation

- Participate fully in personal and professional development activities, both in-house and those delivered by external agencies/trainers, including out with the Centre when appropriate.
- Participate in SCCMI's appraisal, performance, and staff development systems.
- Working collaboratively with colleagues.
- Adhere to organisational procedures, standards, protocols, and policies relevant to area of work.
- Contribute fully to an ethos that values children, parents, staff, and community.

3.3 Administrator

Person Specification

CRITERIA	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> SVQ 3/Scottish Credit and Qualifications Framework Level 6 or equivalent work experience. 	<ul style="list-style-type: none"> Ability to demonstrate equivalent knowledge, skills and competencies gained through relevant experience
Experience	<ul style="list-style-type: none"> Proven and relevant experience in leading a customer-facing service Experience of working within a fast-paced, changing and continuously improving work environment, with the flexibility and willingness to adapt and contribute to organisational and cultural change. Experience of working effectively with multiple stakeholders and collaborating across organisational boundaries to achieve goals and objectives. Experience of producing clear, accurate and concise written material independently and the ability to tailor content as appropriate to meet varying business needs. Experience of managing paper and electronic filing systems Experience in using Microsoft Office packages Self-starter with ability to work autonomously, manage own workload and use initiative. 	<ul style="list-style-type: none"> Experience of working in a third sector Knowledge and understanding of GDPR requirements
Communication Skills	<ul style="list-style-type: none"> Excellent verbal and written communication skills with the ability to communicate complex information clearly Ability and willingness to communicate clearly and effectively with staff, external partners, and other stakeholders 	

CRITERIA	ESSENTIAL	DESIRABLE
Interpersonal Skills	<ul style="list-style-type: none"> • Reliable • Can do attitude • Flexible • Dynamic and motivated • Excellent time management and organisational abilities with demonstrable high level of administration skill and exceptional attention to detail. • Ability and willingness to work independently or as part of a team • Ability to work to tight deadlines • Resilient • Solutions focused 	
Ethos	<ul style="list-style-type: none"> • Value children, staff & community • Embrace change 	
Relationships with Parents and the Community	<ul style="list-style-type: none"> • Ability and willingness to establish positive relationships with parents and the community 	<ul style="list-style-type: none"> • Evidence of previous experience in establishing positive relationships with stakeholders
Whole Centre Involvement	<ul style="list-style-type: none"> • Willingness to participate in whole Centre improvement activities and groups 	<ul style="list-style-type: none"> • Evidence of participation in organisational improvement programmes
Other	<ul style="list-style-type: none"> • Willingness to work outside core hours at evenings and weekends as and when required • Reliability, respect, diplomacy and confidentiality are paramount 	

4. Pay, Leave and other Conditions of Service

4.1 Pay

The salary for the post will be in the region of £21-£23K per annum dependent on experience.

4.2 Pension

Successful candidates will be able to continue in the Strathclyde or NHS Pension Schemes. Successful candidates will be eligible to join Strathclyde Pension Scheme if not already contributing to any pension scheme.

4.3 Annual Leave

The leave year runs from 1st April to 31st March.

The annual leave entitlement is 11 weeks/ 55 days per year. These holidays are normally composed of:

- 45 days fixed holidays (4 weeks fixed holidays at summer, 1 week in October, 2 weeks at Christmas, 2 weeks at Easter);
- 5 days are allocated to long weekends placed throughout the year;

- 5 days to be taken at the individual's discretion, providing this is approved in advance by the line manager, providing there is no impact on the service delivery and the Centre's efficient operation.

However, the nature of this role may require the post holder to be available to work during some of the Centre closures above and leave will therefore be granted out with these periods at the discretion of the line manager.

On moving on from the organisation, any balance of final payment will be calculated on pro rata leave taken/leave due in the year and the balance made by way of a payment through final salary.

4.4 Working Hours

The core working hours are 37 hours per week, Monday to Friday, 8.30am-4.30pm (30-minute unpaid lunch break). Regular evening and weekend working will be required (time off during core working week will be granted on these occasions)

4.5 Continuing Professional Development

You will be expected to complete the equivalent of a minimum 1 working week's Continuous Professional Development (CPD) to upskill and maintain professional knowledge in a way that actively contributes to the ongoing progress and development of the Centre. This will require to be evidenced and the Centre will supply a format for doing so. CPD that is not 'on the job' will be conducted outside of normal working hours and no additional time off in lieu will be granted.

5. Selection Arrangements

Arrangements for the recruitment process are detailed below.

5.1 Prior to Submitting an Application

Prior to submitting your application, applicants are welcome to make contact regarding the nature of the post by email to: Kirsty@craighalbert.org.uk.

5.2 Initial Applications

Applicants should submit a CV by email to Kirsty@craighalbert.org.uk, together with a supporting statement of no more than 600 words outlining how their knowledge, experience and attributes enable them to fulfil the responsibilities of this post. Details of 2 referees are required, one of whom requires to be the current or most recent employer. Referees will not be contacted until the applicant is selected for interview.

5.3 Applicants Selected for Interview

Applicants who are selected for interview are welcome to arrange a visit to the Centre prior to interview.

5.4 Interview

The interview will consist of a 30-minute panel interview.

6. Start Date

The appointee is expected to take up the post as soon as possible.