



Administration Officer (Estates & Compliance)

Advert

Post responsible to:	Director of Estates & Compliance
Grade:	Outer London NJC Grade 5 - SCP 13 – 15
Hours:	36 hours per week, 52.14 weeks per year
Closing Date:	23 February 2024
Interview Date:	28 February 2024
Start Date:	As soon as possible

The Beckmead Trust is an expanding learning and nurturing community for young people, with Educational Health Care Plans and various types of additional needs across various sites. We are seeking an experienced Administrator to join our Facilities Team within the Trust.

As part of the Beckmead Trust, our ethos involves close collaboration with specialist and mainstream schools, outside specialist agencies with enhanced knowledge of our children's needs and the private, voluntary and charity sectors within the communities in which we work.

If you share our vision of Love, Flourishing, Community and Social Justice. and if you have a desire to make a real difference to the lives of children with SEND, we would welcome an application from you.

The Beckmead Trust is committed to safeguarding and promoting the welfare of our children and young people so expect all staff and volunteers, as well as those who work on the premises, to share this commitment. As part of our safeguarding commitment, appointment to any post is subject to receipt of satisfactory references, medical clearance to include the ability to participate in Physical Intervention and a satisfactory Enhanced Disclosure and Barring Service (DBS) Check as well as evidence of the right to live and work in the United Kingdom.

All applications should be submitted on The Beckmead Trust Application form.

Please note that we do not accept CVs. All enquiries and completed applications should be sent to recruitment@beckmeadtrust.org.