



The Flagship School

Office Manager

Advert

Post responsible to:	Headteacher
Type of school:	Special Educational Needs School
Age range:	Primary
Grade:	Grade 10 SCP 26 – 28. (£32,037 FTE - £34,452 FTE)
Hours:	37 hours per week, 47.4 weeks per year (Term time plus INSET days + 1 week)
Contract:	Fixed term until 31 August 2024 (with a view to extend or make permanent)
London Local Authority:	East Sussex
Closing Date:	Ongoing until a sufficient shortlist has been established
Interview Date:	TBC
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 Office Manager to join our team at The Flagship School in Hastings.

The Flagship School is a purpose built special school in Hastings offering a nurturing, inclusive environment for seventy two pupils with SEMH and associated needs. We have high expectations for each child to leave as a confident young adult who is well prepared for the future.

Our School is an ambitious project developed in close partnership with East Sussex County Council. When fully open, Flagship will aim to deliver outstanding education and care focusing on offering pupils the opportunity to build their resilience for the rest of their lives. There will be an emphasis on improving emotional, academic, vocational and physical skills leading to meaningful, sustainable outcomes for life.

The Flagship School will relentlessly drive for success, celebrate achievement and promote a climate of possibility. All members of the school community will be kind, polite and respectful and have the opportunity to access stand-out education and care that will provide the platform for meaningful outcomes and improved life chances.

The curriculum presents formal, informal and enriched opportunities for development and progress. This enables the children who graduate from Beckmead to become independent, connected members of the communities where they live and the workplaces that may employ them.

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 in Croydon, 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. We will also carry out an online search on shortlisted candidates to help identify any incidents or issues that are publicly available online.

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.