



Roundwood School and Community Centre

School Administration Officer

Advert

Post responsible to:	Headteacher
School:	Roundwood School and Community Centre
Type of school:	Alternative Provision
Age range:	KS3 - KS4
Grade:	Outer London NJC Grade 5 - SCP 13 – 15
Hours:	36 hours per week, 47.4 weeks per year (Term time plus INSET days + 1 week)
London Local Authority:	London Borough of Brent
Closing Date:	Ongoing until 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 School Administrator to join our team at Roundwood School.

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 Brent, 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.