



Roundwood School
PART OF THE BECKMEAD TRUST



School Administrator Vacancy

Roundwood School and Community Centre

School Administrator needed 1st September 2021 (or sooner) to be part of the team that launches our brand new Alternative Provision and Community Centre in the heart of Brent.

Grade Range: Brent Schools 7-9 £22,995- £23,826 full-time equivalent
Actual Salary £21,257 - £22,025 depending on experience

Contract Term: Permanent contract.

Hours: 36 hours per week Term time only plus 2 weeks
8am – 4pm

Location: Roundwood School and Community Centre
49 Longstone Ave Harlesden London NW10 3UN

Closing date: Closing date 5pm Sunday 13th June 2021

Interview dates: Week Commencing 21st June 2021

Reports to: Headteacher, Senior Team, Trustee Executive Team



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Roundwood School and Community Centre is a brand new Free School in London Borough of Brent. As part of the Beckmead Trust, our ethos involves close collaboration with specialist and mainstream schools, outside specialist agencies with enhanced knowledge our children's needs and the private, voluntary and charity sectors within the communities in which we work.

We are seeking like-minded professionals to join our successful Trust. We are looking for people with an innovative, flexible and nurturing approach to supporting children to maximise their wellbeing and future life chances. We are recruiting an experienced School Administrator who can support the management of the school and community centre in delivering first class education and support to the pupils in our care. You will be experienced in school administration including some finance and HR and used to working in a high-pressured environment. You will have an eye for detail and be a self-starter. You will need excellent communication skills both verbally and in writing. You will need excellent skills in Google, Microsoft packages and MIS.

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.

Please contact Juan Fernandez, Headteacher to arrange a visit to this unique provision and to learn more about the vision for this exciting role.

All applications should be submitted on The Beckmead Trust Support Staff Application form. Please note that we do not accept CVs.



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All enquiries and completed applications should be sent by the closing date to recruitment1@beckmeadtrust.org

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.