

## School Administration Officer - Beckmead Family of Schools, part of The Beckmead Trust

<b>Grade Range:</b>	<b>Pay and responsibilities in accordance with experience</b>
<b>Hours:</b>	<b>39 per week (Term-Time Only including INSET days)</b>
<b>Reports to:</b>	<b>Headteacher</b>
<b>Location:</b>	<b>The Ropemakers' Academy</b>
<b>Start Date:</b>	<b>September 2021</b>
<b>Closing date:</b>	<b>16<sup>th</sup> July 2021</b>
<b>Interviews:</b>	<b>20<sup>th</sup> July 2021</b>

The Beckmead Family of Schools was rated Outstanding by Ofsted in January 2017 and became the Beckmead (Academy) Trust in April 2019. The Family of Schools is an expanding learning and nurturing community for young people, with Educational Health Care Plans, based over a number of sites.

The Ropemakers' Academy in Hailsham is a newly constructed special school that is being purpose built for 80 pupils from 4 – 16 years old. It will offer full time support to children who have social, emotional and mental health needs as well as some pupils with ASD who may present with challenging behavior as a result of their needs.

For more information about the Trust and the work that we do, please visit our website [www.beckmeadtrust.org](http://www.beckmeadtrust.org)

### School Administration Officer

#### **JOB OVERVIEW**

An exciting opportunity has arisen for an experienced administrator to join the team at The Ropemakers' Academy in Hailsham, a new school that is part of The Beckmead Trust. We are looking for someone with expertise in school administration to provide strategic and operational support to school systems across a range of aspects within the school community.

#### **JOB REQUIREMENTS:**

- Supporting the school leadership teams with administration across admissions, attendance, reporting, recording and safeguarding
- Coordinating the school's data and data analysis systems
- Providing administrative support to the SEND review processes
- Maintaining school communications across a range of platforms with a variety of stakeholders
- Working alongside the Premises Officer to ensure that facilities and Health and Safety systems are maintained
- Supporting the Beckmead Trust central finance team to maintain the school's financial records and budgets

#### WHAT DO WE OFFER:

- Good opportunities for personal and career development.
- Pension Scheme.
- Employee benefits such as retail discounts.
- Free access to employee assistance programme.

#### THE RIGHT CANDIDATE SHOULD HAVE:

- GCSE English and Maths at grade C or above or equivalent.
- a proven ability to work on their own initiative.
- a high level of communication skills and the ability to relate positively to children and adults.
- the ability to use relevant technology/equipment

You will be working as part of a team that are responsible for developing, improving and delivering exciting and innovative provisions for children who are not succeeding in mainstream education, can sometimes present with challenging behaviours, and require a nurturing and positive approach in order to achieve the best possible outcomes.

We are looking for devoted, resilient staff members who are able to provide a caring, understanding and nurturing approach to all members of our school community.

If you are already an outstanding practitioner or have the potential to be outstanding, if you work hard and thrive on challenge then we would like to hear from you. As well as state of the art facilities, we can offer you the opportunity to enhance your career through a comprehensive CPD package, and be part of a school that takes a collaborative and caring staff approach where you will have direct involvement and influence over the development of our provision offer to our community.

All applications should be submitted on the Beckmead Family of Schools Support Staff Application form. Please note that we do not accept CVs.

Prior to submitting your application, you are encouraged to get in touch with us to arrange for an informal phone call with our Headteacher, Mr. Simon Hawthorne. The school number is 01323 368374.

All enquiries and completed applications should be sent to [recruitment@beckmead.croydon.sch.uk](mailto:recruitment@beckmead.croydon.sch.uk) by the closing date.

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.