VACANCY – Temporary (12 months)

With the possibility of a permanent role following a 12-month review

Administrator - People

Who are we:

Severndale Specialist Academy is a multi-site Academy catering for children with special educational needs in Shropshire. Our children and young people can access Severndale Specialist Academy from Nursery through to Post 19 and have a range of learning difficulties.

What is the purpose of the role:

The Academy is seeking an Administrator to effectively provide people administration including recruitment processes, payroll processes, arranging CPD and co-ordination of the absence management processes.

The role involves liaising professionally, courteously, and politely with all stakeholders, trustees, members of staff, students, and parents.

Role requirements:

- 5 GCSE's grades 9-4 (A* - C) including Maths and English
- Experience of working in an administrative setting
- Undertaking people administration including recruitment processes, payroll processes, arranging CPD and co-ordination of the absence management processes.
- Supply accurate information for internal and external audiences
- Ability to respect and maintain confidentiality
- Ability to work on own and as part of a team
- Willingness to undertake appropriate CPD

Skills required:

- Excellent verbal and written communication skills
- Excellent IT skills, particularly excel
- Excellent organisational skills
- Remain positive when under pressure
- Ability to deal in a professional manner with all internal and external contacts

What is included:

- Salary range Grade 6: From £16.35 per hour.
- 37 hours per week for 40 weeks of the year (Term Time plus 2 weeks).
- Monday – Thursday Start: 7.30am/Finish: 3.30pm
  Friday – start: 7.30am/Finish:3.00pm
- Access to the School Advisory Service & Bike to work scheme
- Continuing Professional Development & Local Authority Pension Scheme

Closing Date: 12 noon Friday 19th September.

Interviews will be held on Wednesday 24th September.

If you want to further your career in a fast paced environment, then please complete the application form at www.severndaleacademy.co.uk and forward your information to our HR department at:

recruitment@severndaleacademy.co.uk

The Learning Community Trust is committed to safeguarding and promoting the welfare of children and young people. All post holders working in regulated activity with children, are required to have an enhanced DBS check (including a check on the children's barred list).

References will be required for all shortlisted candidates, prior to interview and these will be checked following the Learning Community Trust recruitment and selection process. In line with the Statutory Guidance Keeping Children Safe in Education an online check will also be undertaken for all shortlisted candidates prior to the interview. Shortlisted candidates will also be required to complete a criminal self-disclosure declaration, posts that involve working in regulated activity are exempt from the Rehabilitation of Offenders Act, please note it is a criminal offence for individuals on the barred list for children to apply for any post working with children.
For more information, please refer to The MOJ's guidance on the Rehabilitation of Offenders Act 1974 and the Exceptions Order 1975, for information about which convictions must be declared during job applications and related exceptions and further information about filtering offences can be found in the DBS filtering guide.
We are committed to equality and diversity and follow the Safer Recruitment practices as set out in the Statutory Guidance - Keeping Children Safe in Education.

For more information regarding our schools commitment to safeguarding, please see our website for our school policies - https://severndaleacademy.co.uk/our-school/policies/