

Post reference:	MSA-WIL-2
Job title:	Maternity Cover – School Administrator
Location:	Willow Primary Academy, Gloucester
Grade:	Grade 5 pnts 11-14
Annual salary (actual):	£18,908.30 – £20,066.10
Contract:	Maternity cover – Fixed term
Proposed start date:	November 2022 (please note that we are unable to confirm the start date until all pre-employment checks have been completed)
Hours per week:	37 hours – 8:30am – 4:30pm (excluding 30 minutes unpaid lunch)
Holiday entitlement:	24.5 days per year rising to 29.5 days after 5 years continuous service
Closing date:	12 noon on 16th September 2022
Interview date:	28 th September 2022

SAND Academies Trust was formed in June 2019. The name SAND encompasses the core values of the Trust 'Supporting Achievement and Nurturing Development'.

SAND Academies Trust consists of five schools:-
Battledown Centre for Children & Families
Belmont School
Paternoster School
The Milestone School
Willow Primary Academy

Each school within the Trust maintains its own unique ethos, culture and identity that has been established over many years to ensure the needs of pupils are met. As a partnership we achieve more together and therefore:

- improve outcomes, opportunities and life chances for children and young people
- offer more / wider support for their families
- share and develop staff expertise

We are excited to offer an opportunity for an experienced School Administrator and Receptionist to join our friendly team located at Willow Primary Academy in Gloucester. You will be responsible for providing excellent administrative functions to assist in the smooth running of the school. It is essential that the successful applicant has high standards of literacy and numeracy, is proficiency in word processing, has experience of planning/recording and general administration and the ability to manage cash and reconcile bank accounts. Please see the job description for full details of the main duties and responsibilities.

SAND Academies Trust

CEO & Executive Headteacher: Lyn Dance

Registered in England: Company Number 11968610

Registered Office: c/o The Milestone School, Longford Lane, Gloucester, GL2 9EU - Telephone: 01452 874000 – www.sandmat.uk

Battledown Centre for Children & Families: www.battledown.org.uk • The Milestone School: www.themilestoneschool.co.uk
Paternoster School: www.paternosterschool.co.uk • Belmont School: www.belmont.gloucs.sch.uk • Willow Primary Academy: www.tuffleyprimary.co.uk

Why work for us?

By joining our team we can offer you:-

- Generous annual leave allowance (24.5 days) increasing after 5 years continuous service to 29.5 days
- Generous pension scheme (LGPS)
- access to an Employee Assistance Programme offering:
 - 24/7 telephone support on family and personal issues and information on how to manage finances
 - online services providing information, advice and articles for issues occurring in everyday life e.g. relationships, stress and health
 - counselling
- access to an Occupational Health Service offering a range of services including advice and support with returning to work after a long-term absence
- Continuing Professional Development (CPD): SAND take every employee's career seriously and believe in realising their full potential through training, development and career opportunities.
- Annual appraisals: staff are invited to discuss their wellbeing at work and any concerns they may have or issues they may face at their annual appraisal, as well as informally throughout the year
- Annual flu jabs: to eligible staff
- Cycle to work scheme
- a culture which promotes a diverse and inclusive work environment
- we are conveniently located close to the M5 with good transport links

For more information about the role and to arrange a visit, please contact Willow Primary Academy at admin@willow.sandmat.uk For more information about SAND Academies Trust and to download an application form and job description, please visit www.sandmat.uk/vacancies/.

Completed application forms should be emailed to applications@sandmat.uk quoting the post reference number in the subject line. The closing date and time for all applications is 12 noon on 16th September 2022 and the interviews will take place on 28th September 2022. We regret that to the high volume of applications applicants may only be contacted if selected for an interview. Therefore, applicants who have not heard of the progress of their application within 2 weeks of the closing date should assume that they have not been shortlisted.

Equality & Diversity:-

SAND Academies Trust aim to make our recruitment process as fair as possible and to ensure that every application is judged purely on its content we detach personal details from each application form before sending for shortlisting.

We welcome applications from all sections of the community and are proud to be registered as a Disability Confident Committed employer. We have made a positive commitment to employing disabled people and we guarantee to interview all disabled applicants who meet the minimum essential criteria for the role as set out in the person specification.

Please contact the applications team on 01452 923800 to request an alternative format if you are unable to complete an application online.

SAND Academies Trust is committed to Safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share the same commitment. All staff will require pre-employment checks which include an enhanced DBS, satisfactory Health clearance and evidence of Right to Work in the UK. Applicants who have lived or worked overseas within the last 10 years must provide an equivalent DBS certificate or Police clearance from the country that they resided or worked in. Prohibition checks will also be completed if necessary.