

Post reference:	SACC/-BEL-1
Job title:	Schools Administrator/Cover Co-ordinator
Location:	Belmont School
Grade:	5
Annual salary:	£24,054 – £25,409
Actual salary:	Pro rata
Contract:	Permanent Part Time
Proposed start date:	ASAP
Hours per week:	30 (Monday – Friday 7.30 – 2.00 pm with 30 minutes unpaid for lunch per day)
Holiday entitlement:	5.6 paid weeks per year rising to 6.55 paid weeks after 5 years continuous service
Closing date:	12 noon on 2nd December 2022
Interview date:	13th December 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 a Schools Administrator (Pupils) & Cover Co-ordinator to join our friendly team located at Belmont School.

You will be responsible for all pupil related administrative tasks as well as working closely with the Deputy Head to ensure staff absence is covered daily via our team of HLLPs. 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 92380000 – www.sandmat.uk

Why work for us?

By joining our team we can offer you:-

- Generous annual leave allowance (5.6 paid weeks) increasing after 5 years continuous service to 6.55 paid weeks
- 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 Belmont School at www.belmont.gloucs.sch.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 Friday 2nd December 2022 and the interviews will take place on Tuesday 13th December 2022. We regret that due 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.

Person Specification

Essential Requirements:

- methodical and accurate approach
- attention to detail
- familiarity with relevant computer systems/procedures or a willingness to learn
- ability to maintain confidentiality
- ability to work independently
- ability to contribute and work well as part of the wider administrative team
- ability prioritise work demands
- willing and able to relate well to pupils and staff
- willingness to undertake necessary training

Desirable requirements:

- experience of working in a special needs setting, or in a school
- experience of arranging supply cover
- working knowledge of Integris, ParentPay and Microsoft office applications