**Administration Officer**

**Grade: Grade 6 – SCP 20 – SCP24**

**Salary: £25,119 to £27,803 (Pay Award Pending)**

**Actual Salary: £21,894 - £24,234**

**Working hours: 37 hrs per week (full time/term time only) plus 5 inset days**

**Contract type: Permanent**

**Start date: ASAP**

The Pines are looking for an Administration Officer to join their fabulous team. You will be responsible for all admin duties for both The Pine Green Academy and Evergreen Academy.  This is a fast-paced role which requires focus and dedication.

**Please see main duties below:-**

* Organise and complete the school and work force censuses as and when required.
* Internal and external recruitment, including adverting roles, interviews, right to work checks, DBS applications, compliance checks and contracts. This also includes ensuring staff files are kept up to date both electronically and paper copy.
* Work alongside finance with regards to payroll, purchase orders, budget monitoring and authorise good received.
* Supervising a small team of administration staff to ensure the school runs smoothly by competing general administration tasks, including but not limited to answering telephone calls, welcoming visitors and organising supply agents.
* Maintaining the school vehicles and ensuring staff members are trained correctly.

**The Pine Green Academy is** a pupil referral unit, based in the Wolverhampton area, with a very clear vision for its future and part of the family within The Shaw Education Trust. Evergreen Academy caters for pupils aged 5-11 and serves the Wolverhampton area and its surroundings.

**All candidates are required to provide a supporting statement on the formal application forms which states clearly your reasons for applying, skills and experience for this position.**

**Shaw Education Trust** are a thriving mix of diverse and growing schools including Primary, Secondary and Special Schools all working together to improve the lives of young people in our communities. We are sponsored by Shaw Trust a charity organisation that focuses on transforming lives. We’re a growing group of dynamically awesome academies providing education to children of all ages and abilities. Staff across our team of schools are dedicated to ensuring that every child has the opportunity to be successful, whatever their starting point in life.

Our Special settings cater for children and young people with a wide range of Special Educational Needs from children with profound medical needs and life limiting conditions, those with severe, moderate and sensory needs through to young people with social emotional and mental health needs that require support and understanding to help them to navigate their world.

All the pupils within our Special Schools have an individualised education and are educated in small classes and groups with enhanced support to ensure that all of their needs are met. There is nothing more rewarding than being part of a team that supports a child or young person with Special Educational Needs to reach their goals. You truly will make a difference to the life of a young person and their family.

Please visit our Careers site for more information on Pine Green Academy on [Pine Green Academy - Home](https://www.pinegreenacademy.org.uk/)

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Or click the QR Code to see all vacancies with Pine Green Academy.

**Shaw Education Trust offer the following benefits with your Teaching or Support Staff employment:**

* An excellent Local Government Pension Scheme (Support Staff) / Teachers Pension (Teaching Staff)
* **Support Staff only** based on working **full time, all year** - Generous holiday entitlement from your first day of employment (**37 days holiday** **rising to 39 days** after 5 years’ service including Bank Holidays)
* Access to health and wellbeing support via Occupational Health
* Cycle to work scheme
* Access to our Institute of Education and fantastic opportunities to help you **grow, contribute** and **flourish** in your role and in the Trust.

We know **our people** are the key to our success and so we’re committed to ensuring the **employment experience** at **Shaw Education Trust** is a **rewarding** one.

**Pine Green and Evergreen Academy known as The Greens’** is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment, click here to review Safeguarding and Pupil Protection Policy <https://www.shaw-education.org.uk/our-trust/key-information>

This position is subject to appropriate vetting procedures including an online checks and criminal record check from the Disclosure and Barring Service (formerly CRB) which will require you to disclose details of all unspent and unfiltered spent reprimands, formal warnings, cautions and convictions.

All shortlisted candidates will undergo an online search as part of Trust safer recruitment checks.

We are an Equal Opportunities employer and will ensure that all our recruitment and selection practices reflect this commitment.

**In accordance with our safer recruitment policy CV’s alone will not be accepted.**

**Application deadline:     Friday, 19th April 2024 at 9am**

**Interview date: W/C Monday, 22nd April 2024**

**We reserve the right to appoint before the closing date as we review applications on an on-going basis and interviews may be arranged as suitable candidates are identified, therefore, we encourage early applications.**Successful candidates will be subject to a fully Enhanced DBS check along with other relevant employment checks.