**Administrative Officer**

**Salary: SET Grade 5 SCP 16 – 20, £25,183 - £26,409 FTE**

**Actual Salary: £22,513.47 - £23,609.50**

**Working hours: 37 hours per week, 8.00am – 4.00pm, 38 weeks Term Time Only, plus 2 weeks (40 weeks per year total)**

**Contract type: Permanent**

**Start date: ASAP**

We are looking for an enthusiastic Administrative Officer to join our team. You will work closely with our Operations Manager and wider Operations team, contributing to providing a successful and efficient support service to our teaching staff and leadership team.

Unsworth Academy is a thriving, oversubscribed, co-educational and non- selective Bury high school. The school is on an incredibly exciting journey of school improvement and when last inspected in November 2019 was judged to be Good in all areas.

We are now three years into our “Good to Outstanding” journey. There have been many highlights, including superb outcomes at GCSE, but a particular highlight of the journey has been digitalisation. All our students and staff have a school iPad that they utilise in and out of lessons.

**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.

In our secondary schools, we pride ourselves on our innovative approach to curriculum design, to ensure all our schools have breadth and ambition for all students, regardless of their starting points and barriers. Standard curriculum models don’t always engage all students, so we constantly seek to innovate and provide better opportunities to develop both knowledge and skills for life. We want our students to believe their curriculum is bold, exciting, purposeful, and ultimately leads to something meaningful for them. Some examples of our innovation include moving towards an extended school day, to provide a world class enrichment programme and more opportunities for essential skills like reading and cultural capital. We are also introducing vocational and technical pathways, which run through the normal

school curriculum but attract support from leading employers and universities to develops work-readiness in our students, so that they can progress onto T Levels and apprenticeships.

We are currently at an exciting point in their evolution, with collaboration at the heart of our collective endeavour. We don’t operate in silos: we value the power of the pack and strive to collaborate as a collective, ensuring no school or colleague is left behind. We are currently co-constructing an aligned curriculum across all EBacc curriculum subjects,

to create a world class curriculum, rich in powerful knowledge and skills. This is driving up standards through the sharing of the very best practice, whilst allowing each school sufficient flexibility for autonomy to do what is right for their local context. A by-product of this approach has been the reduction in planning workload for colleagues, meaning they can spend more time on the things that matter and fostering strong relationships with pupils and delivery of the curriculum.

As a group of schools, we take an evidence-informed approach to developing the quality of our teaching and learning, learning from research and best practice in the sector. We value a non-hierarchical, supportive approach to

developing great teachers. As a people-focused trust, we consider the professional development of our staff as a fundamental responsibility. Where any schools face any barrier, it has the mutual support of the others in sector to call upon for subject specific or general support, all facilitated by a group of servant leaders at trust level.

Our Heads meet regularly and genuinely support each other in a non-competitive environment. We have team of directors with vast experience at headship, senior and middle leadership levels and our team of subject directors are supporting

subject staff across the trust to design and deliver the very best curricula, providing subject specific pedagogical support.

Our secondary schools are currently driving ‘PedTech’ across the sector: we believe teaching and technology should go hand-in-glove and are passionately committed towards providing a fully digitally enhanced curriculum. We are very close to achieving full 1:1 device delivery and are sprinting towards better use of iPads in lessons to enhance the experience and learning.

**Please visit The Unsworth Academy career site for more information:** [Unsworth Academy Career Site (schoolrecruiter.com)](https://unsworthacademy.schoolrecruiter.com/)

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**Or click the QR Code to see all vacancies with The Unsworth Academy.**

**Shaw Education Trust offer the following employee 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)
* Electric Car Scheme: Environmentally friendly vehicles with our electric car scheme.
* Access to Medicash Health & Wellbeing Plan: Enjoy health services designed to support your well-being.
* Free DiscountForTeachers Scheme for all staff (Support and Teaching), Exclusive discounts to save money with a wide selection of discounts and exclusive offers from hundreds of the biggest brands.
* Free Eye Tests
* 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.

**Colleagues within the Trust benefit from:** Access to a full range of courses both in-house and professionally accredited. These courses include all of the National Professional Qualifications – NPQH, NPQSL, NPQEYL, NPQLL, NPQLT, NPQLTD, NPQLBC are all delivered by the Shaw Education Trust as a delivery partner for Ambition Institute. In addition, we provide access to the NPQEL for Executive Leaders.

* Experienced leadership and subject-specific support.
* Guidance from former HMIs and serving Ofsted Inspectors within the Trust.
* Access to the Trust’s Institute of Education and SCITT.
* Opportunities to work with different schools within the Trust as a Professional Advocate.
* Participating in peer reviews.
* Access to a suite of online courses.
* Placement projects within our family of schools.

**Unsworth Academy** 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 CVs alone will not be accepted.**

**Closing Date:                   Monday 27th January - 9am**

**Interview Date:               W/C Monday 27th January 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.