

Unsworth Academy

Administrative Officer

Salary: SET Grade 5, SCP 16 – SCP 20, £20,043 - £21,269 FTE Salary per annum, £17,838.60 - £18,929.76 pro rata salary per annum

Post: Full time, permanent, 37 hours per week, 8.00am – 4.00pm,
40 weeks per year (Term Time Only plus 2 weeks)

Required: ASAP

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 currently halfway through our three year “Good to Great” journey. The Academy Principal, Senior Leadership Team, Academy Councillors and staff are unreservedly committed to securing outstanding in all areas of school life and the best possible outcomes and life chances for all our learners. We are seeking an exceptional candidate to join our fantastic team and make a significant contribution to ensure our offer to all our young people is world class. We are seeking someone with drive, resilience, and determination; a creative thinker and a lifelong learner. If this ambition appeals to you, we would be delighted to receive your application.

We are seeking to appoint a highly motivated Administrative Officer to join our team. The successful candidate will be

- Fully aware of the importance of good and outstanding school attendance and punctuality on improving life chances and outcomes for learners
- Committed to significantly improving whole school attendance including the attendance of key identified vulnerable groups
- Professional, creative, flexible and innovative with the drive and determination to successfully contribute to whole school improvement
- A dedicated team player who develops excellent relationships with learners and colleagues
- An individual who communicates clear expectations, leads by example and promotes at all times positive behaviour for learning
- Willing to fully support and at all times uphold the policies and positive ethos of the school
- Willing to participate in personal continued professional development

The 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)
- Generous holiday entitlement from your first day of employment (28 days holiday rising to 30 days after 5 years' service + Paid Bank Holidays FTE) (Support Staff)
- 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.

Unsworth Academy is dedicated to the safeguarding and wellbeing of students; all staff must share this commitment. The successful candidate will be required to undergo appropriate screening including Enhanced DBS check.

Please click on the following link to refer to SET [Safeguarding and Child Protection Policy](#)

Application forms can be obtained via www.shaw-education.org.uk/careers

Closing Date: Monday 3rd October 2022– 9am.

Interview Date: Friday 7th October 2022

Please forward completed application forms to:

Mrs R Owen, Operations Officer at rachel.owen@unsworth.set.org

In accordance with our safer recruitment policy CV's will not be accepted. Applications received after the closing date will not be considered.