

# Head of School Administration

Grade: Scale PO3 £38,385 - £41,586 (Salary will be pro-rata of FTE)

Pro rata: £37578.92 - £40,712.70 per annum

Start Date: September 2022

Permanent | Full Time | Term Time Only + five weeks (44 weeks)



**Royal Greenwich**  
Trust School

*Royal Greenwich Trust School, part of the University Schools Trust, is an expanding start-up 11-18 school in the heart of Royal Greenwich.*

In 2017, RGTS was established with an initial cohort of year 7 students and a sixth form provision.

In 2020, we opened our brand new £14 million building and moved into the next stage of the school's growth as our inaugural cohort moved into Key Stage 4.

Our continued growth afforded us the opportunity to increase our staff team and September 2021 saw our school fully staffed as we welcomed our final year group into the school.

This appointment presents an exciting opportunity for the right candidate to play a significant role in shaping the future of our growing learning community within our Administration Department.

University Schools Trust (UST) is a unique partnership of six world-leading universities and four sector-leading bodies who are working together to deliver a shared vision of inclusive, high-quality and transformational education.

## We want to hear from you if you are:

- Committed to providing an inclusive transformational education for all students.
- Passionate about developing and working within a culture of academic excellence.
- Motivated to contribute directly to the creation and growth of a thriving new secondary school.

## Working with us guarantees the opportunity to:

- Be an integral part of a growing school with potential for career development.
- Develop links with our wider UST network for CPD and collaborative practice.

**Interested candidates are encouraged to arrange an informal discussion about the role and/or to visit the school. These can be organised via the HR team:**

**HR Team on 020 8312 5480 ext. 2515 or email [recruitment@rgtrustschool.net](mailto:recruitment@rgtrustschool.net)**

**Application packs are available from:**

<https://www.rgtrustschool.net/vacancies>

**Application closing date:**

Monday 11<sup>th</sup> July 2022

**Provisional interview date:**

Thursday 14<sup>th</sup> July 2022

*RGTS is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful candidates will be required to undergo an Enhanced DBS Check.*

*RGTS reserves the right to commence or complete the recruitment process prior to the closing date.*

*We do not accept applications via agencies.*

Royal Greenwich Trust School is part of the

