

# Advert

## School Admin and Examinations Officer

### Required for The Satellite Provision – part of The Bridge Trust

The Bridge Trust is a unique Multi Academy Trust which consists of five special schools, one mainstream school, a Training & Development Service and an Outreach Service. We are an ambitious family of schools that embraces the individuality of everyone – children and adults. We acknowledge that learning can look different for different pupils and staff, and we look to change our approach to meet the needs of the individual.

We are a fun and innovative specialist school based in Islington and we are looking for a school administrator/examinations officer for our school who has:

- Experience as a school administrator
- Experience as a school's examinations officer (GCSE's, Btecs and Functional Skills)
- A positive and resilient manor, who can respond to our pupils and parents using a sensitive approach

Excellent organisational skills and can prioritise workload to ensure jobs are completed in the necessary timeframes. This an exciting opportunity for an administrator and examinations officer to join our team as our school expands.

**Start Date: From September 2024**

**Closing Date: 30<sup>th</sup> June 2024**

**Salary Grade: NJC Scp 19 - 25**

**Salary Range: £35,313 - £38,769 per annum**

**Actual Starting Salary: £31,830.11**

**Contract: Permanent – Full time (35 hours a week), TTO plus 2 weeks (47 weeks)**

### Our story:

We are a small school for students with autism and follow key areas of the National Curriculum alongside a core Satellite curriculum tailored to the needs of our students. We use a positive behaviour approach which supports our students to develop the skills to become safe, independent and resilient young people.

The Satellite School opened its Primary school in September 2017 and its Secondary school in 2018 for Key Stage 3 and 2023 for Key Stage 4. The school consists of two bases, a primary and a secondary, both of which are co-located with mainstream partner schools.

The school currently has 50 pupils on roll and at its maximum capacity will have 90 pupils on roll, split across its primary and secondary site. Our primary site is at Hungerford Road and our Secondary site is at Duncombe Road.

### In return, we can offer you:

- Excellent professional development opportunities linked with The Bridge MAT family of schools.
- A chance to help define the school and progress your career.
- SEND training including ASC and ADHD
- A supportive community and a committed team of staff that are equally determined to give students the best possible opportunities.
- Schools UK, Schroders, Dell Advantage, Salary extras bike scheme

**Find out more:**

To view the job description, person specification and to apply for these posts, please visit the vacancies page on our school website; [Vacancies – The Bridge Trust](#)

To apply, please click on this link to be redirected to our career page for the application form: [School Admin and Examinations Officer, Islington - Tes Jobs](#)

If you wish to have an informal conversation about the position, please contact the school office with the below details.

We strongly encourage applicants to visit us at our newly renovated secondary school to meet our students and staff team. If you have the requisite skills and would like to find out more, please contact our administration officer on **0207 619 1000 option 3 for Satellite**, followed by option 2 for School Office.

- Please note CVs will **not** be accepted.
- **Applications will be considered on receipt – don't wait until the deadline.**

*The Bridge MAT 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 complete an enhanced DBS disclosure and children's barred list check where relevant.*

*This position is exempt from the Rehabilitation of Offenders Act 1974 and subsequent amendments to this Act.*

*At The Bridge MAT, we want all our employees to feel included, bringing their passion, creativity and individuality to work. We value all cultures, backgrounds and experiences, and truly believe that diversity drives innovation.*