### School Administration Officer

### Required for The Bridge Easton School part of The Bridge Trust

### Salary Grade: E, Point 7 – 11

### Starting salary: £21,897.90 per annum pro rata (£24,294 FTE)

### Permanent Post

### 35 hours per week / Monday – Friday (8:15am – 3:45pm)

### Term Time only + 10 days ( 47 weeks per year)

### Start date – September 2024

*Are you looking for an exciting new challenge?*

*Are you an innovative, creative practitioner?*

*Do you have drive and ambition to be the best that you can be?*

*Would you like to be part of an exciting new school community?*

*Would you like to be part of a Trust which promotes research, creativity and staff development?*

**Our Story:**

The Bridge Easton School is a complex needs school which recently opened in Easton, Norfolk. The school will continue to grow over the next few years to provide for 170 children and young people with cognition and learning difficulties and autism. As a school we will work with children, their families and other professionals within education, health, and care to support our children and young people to have a successful journey through their education.

The Bridge Easton is part of family of schools ran by the Bridge Trust. The Bridge Trust already oversees the work of five special schools, a mainstream primary school, an outreach service and a training development centre.

**We are recruiting for:**

* School Administration Officer to be responsible for the provision of an effective administration service to ensure the efficient functioning of the School.

**We can offer you:**

* Excellent professional development opportunities
* A supportive community and a committed team of staff that are equally determined to give pupils the best possible opportunities
* Opportunities to work with other staff in other schools to share best practice

To view the recruitment pack and to apply for this post, please visit the vacancies page on our website. <https://thebridgetrust.academy/vacancies/>

To apply, please click on this link to be redirected to our career page for the application form:

<https://www.tes.com/jobs/vacancy/school-admin-officer-for-the-bridge-easton-norfolk-2092658>

***Please note CVs will not be accepted*.**

**Closing date: 1 September 2024 at 9am.**

**Interviews: w/c 9 September 2024**

***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.***