

Newbridge School
CEO & Executive Headteacher: Louise Parr

Lower School
Head of School: Lara Parr
161 Gresham Drive, Romford, Essex, RM6 4TR

Upper School
Head of School: Sue Jeffery
258 Barley Lane, Goodmayes, Essex, IG3 8XS

Senior Admin Officer
Lower School

Permanent

35 hours per week, term time including INSET plus 5 days (45.26 weeks)
OUTL5, points 12-15 = £21,214 - £22,381 actual salary

Thank you for your interest in this post which will be based at our Lower School in Gresham Drive. We are looking for a confident, well presented, highly motivated and organised professional to join our great team.

This varied role includes managing front line services and co-ordinating work coming in to the busy school office, organising team members, working with administration including MIS (Integrus G2) and day to day financial records processing for the school.

The post holder will have opportunity to input into the development of these services and their team to deliver a positive and safe experience for all stakeholders and visitors to the school.

The post holder should be a highly organised professional with excellent time management skills in order to provide direct support to the senior leadership team.

Newbridge School is a three-time outstanding, mixed, forward thinking, highly specialised day school for children and young people who have severe and profound learning difficulties with a range of special educational needs including: Physical disabilities/ Sensory impairments/Autistic spectrum disorders/ associated behaviour/Complex medical needs.

Newbridge Lower School - Caters for children between the ages of 2 and 11 which includes our Early Years Foundation Stage provision.

Newbridge Upper School - Caters for young people aged 11 to 19.

If you would like to find out more about the role, please contact Sandra Mallett, Trust Business Lead at the Lower School.

To find out more about the school and to apply, please visit the school website at www.astrum-mat.org, click in the Newbridge School area and download an application pack from the Current Recruitment page.

Completed application forms should be returned to the HR Officer at Newbridge Upper School, Barley Lane or emailed to recruitment@astrum-mat.org by 12pm, 1st November 2021.

Closing Date: 1st November 2021, 12pm
Shortlisting date: 3rd November 2021
Interviews date: 10th November 2021

The school is committed to Safe Guarding and promoting the welfare of children and young people and expects all employees and volunteers to share this commitment.