



Senior School Administrator

Avanti House Secondary School

SALARY	£23,823 - £26,221 (Actual Salary £20,285 - £22,328) (0.85150 FTE)
GRADE:	Grade 5 (points 13-16)
START DATE:	March 2021
CONTRACT TYPE	Permanent
CONTRACT TERM	36.25 hours per week (Term Time only plus 10 days)
CLOSING DATE	21 st April 2021, 12 noon

The Role

For April/May 2021, we are looking to appoint a Senior School Administrator. The main purpose of the job will be to look after our exams and sixth form.

You will also be expected to:

- Organise and supervise administrative systems within the school.
- Contribute to the planning, development and monitoring of administrative support services and/or management of support staff, including co-ordination and delegation of relevant activities.
- To be responsible for promoting and safeguarding the welfare of children and young people within the school.

Exam Support

An experienced, organised and resilient Examinations Officer is required to lead all aspects of internal and external examinations. The successful applicant will preferably possess a thorough understanding of current examination frameworks and legislation.

A vital part of the post is a willingness to work flexibly across the year, in preparation for and across examinations seasons and as needed during the school holidays, particularly at the time of exam results publications.

Sixth Form Administration

To support the Head of Sixth Form and Senior Leadership Team in ensuring the effective set up and administrative day to day running of the Sixth Form. The successful candidate will be computer literate, extremely well organised and able to empathise with the needs of sixth form students. Experience of working within a school environment or with young people would be an advantage.

To enhance the school's vision which aims to nurture each pupil on their own journey of self-discovery and is based upon the three key pillars of Educational Excellence, Character Development and Spiritual Insight.

The school has now moved to its new £25-million-pound building located in Stanmore, Wemborough Road, HA7 2EQ. you will be able to teach in facilities that are up to date and at the cutting edge of technology. There are a full range of other facilities including; state of the art sports grounds and hall, performing arts suite and fantastic teaching rooms.

Avanti House is part the growing family of Avanti schools.

Avanti House has secured outstanding outcomes both in terms of attainment and progress at GCSE. The school scored a progress 8 value of 0.67 in 2019/20 which is well above the national average, with over 80% gaining Maths and English above Grade 5. The exceptional outcomes are based upon the continued development of teaching and learning which is at the core of all decisions that the school makes, enabling professional development to be of paramount importance developing all levels of staff. It has a rapidly growing Sixth form with students being accepted to a range of universities including Oxbridge and prestigious Russell group universities.



The successful candidate will:

- Have experience in managing a large workload, multiple complex tasks and responding to changing priorities with a proven ability to meet required deadlines
- Have experience in using up-to-date Information and Communication Technology systems such as Microsoft Office applications, including MS Word and Excel.
- Can effectively work in a team and is willing to be flexible in the tasks undertaken
- Possess excellent interpersonal skills
- The ability to assume responsibility for your own work, work schedule and set appropriate targets to be achieved
- Hold relevant and up to date First Aid Training (or willing to complete this)

Avanti schools are Hindu-designated faith schools. However, all staff members at Avanti House School will not be required to present themselves from any specific faith background and there will be no preference given in this regard. Applications are very welcome from practitioners of any faith and of none. The successful candidate will, however, be expected to be in sympathy with the unique ethos and vision of the School – following closely the expected behaviours laid out in the Ethos Handbook.

Due to the nature of this role, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. In making your application, it is essential you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1974. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up; any failure to disclose such convictions will result in dismissal or disciplinary action. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.

Avanti House School is committed to safeguarding and promoting the welfare of children and young people and requires all staff, governors and volunteers to share this commitment. All offers of employment are required to have an Enhanced DBS check unless internally appointed and where applicable, a prohibition from teaching check will also be completed. References will also be taken up for all short-listed candidates prior to interview. We want to make sure we are attracting the widest possible range of people to Avanti Schools Trust and ensure that they are accepted, understood and treated equally when they work here. This means we will work hard to understand that each employee is unique and ensuring that individuals or groups are not treated differently or less favourably on the basis of specific characteristics.

Such characteristics include (but are not limited to) age, disability, gender including transgender, race, religion, sexual orientation, marital status, and how the school supports pregnant women and new parents.

The closing date for receipt of applications is: 21st April 2021 at midday.

Please email all applications to careers@avanti.org.uk