

Trust Administration Assistant

Job Details:

**Beckfoot
Trust**

Location: Beckfoot School Closing date: 1st October 2021, 9am
Salary: Band 5, SCP 4-6 Interview date: TBC
Contract type: Full time, TTO + 1 week Job starts: As soon as possible
Contract term: Permanent

Are you looking for your next exciting career step? Do you relish the chance to work closely with great colleagues in a World Class schools with World Class students? If so, we have the perfect opportunity for you.

What we offer:

Beckfoot Trust schools work in partnership with a shared ambition to provide outstanding education for all of our students. We want our students to love learning and be well placed to do something great with their lives. We create remarkable learning environments in which students expect success because of their ambitious attitude to learning, the challenge provided by staff and the support they receive at home. High quality professional development and leadership training for staff are central features of our Trust. We leave no child left behind. We are committed to the workload and wellbeing of our staff.

What you offer:

In return, we are looking for someone who is visionary and ambitious, self-reflective, seeks feedback on their performance and is committed to their own development. You will have the ability to motivate and inspire our students to achieve their best, an interest in a Curriculum for All, Inclusion and Vulnerable Learners. Being a team player is essential. You will demonstrate a commitment to whole school improvement and a willingness to embrace the Trust's values, core purpose and collaborative principles.

We strive to attract, develop and retain the very best people and to be the 'Employer of choice'.

We are committed to safeguarding and promoting the welfare of children and we expect all staff to share this commitment. All successful staff will be requested to undertake an Enhanced Disclosure and Barring Service Check .

