



Trust Administration Manager

BBU9 SCP 24 - 27, actual salary £25,582 - £28,436 per annum

37 hours per week, term time + 10 additional days + 5 CPD days (with flexible working for meeting attendance)

Appointment to start ASAP

Based at Great Ouse Primary Academy in the first instance then Harrold Primary Academy

Sharnbrook Academy Federation (SAF) is a multi-academy trust made up of five excellent member academies, which has a commitment to excellence in education and puts student progress at the heart of all it does. SAF has an outstanding reputation and provides a strong support network and a variety of opportunities for staff in each of its academies.

We are seeking to recruit an experienced, competent and highly efficient individual to the newly created role of Trust Administration Manager. This vital role will manage effective and professional communications with stakeholders, be responsible for Trust-wide administration practices, and be integral to the production of Trust policies and statutory reports.

We are therefore looking for someone who has extensive senior administration experience, a highly professional approach, with sound experience of building and managing effective relationships with people.

A passion to support the education and development of young people is required, but previous experience within schools is not essential. Travel between schools will be necessary on occasion.

Sharnbrook Academy Federation is committed to the continuous professional development of all staff, working in collaboration and sharing best practice.

We encourage visits to our schools to find out more about the role. To arrange a visit, please call 01234 907896 or email hr@saf.org.uk.

Closing date: Monday, 3rd February 2020 at 9am

Interview date: Week commencing 3rd February 2020

Sharnbrook Academy Federation reserves the right to either extend or reduce the vacancy window to that advertised depending on volume of applications received. We would therefore recommend early return of completed application forms to avoid disappointment.

For further information on the role and to obtain an application pack, please visit <https://www.saf.org.uk/about-us/opportunities-within-the-trust/>

Please return your application form to: HR Department, Sharnbrook Academy Federation, c/o Great Ouse Academy, Seaforth Gardens, Bedford, MK40 4TJ. Email: HR@saf.org.uk Telephone: 01234 907895

Applications from agencies will not be accepted.

Sharnbrook Academy Federation is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants will undergo appropriate child protection screening including checks with past employers, the Disclosure and Barring Service and the list of those prohibited from teaching or working within the profession.