

St Paul's Community
Development Trust



Working For The Community

St Pauls Independent School works with pupils who have had multiple challenges in their lives. The pupils all have Education Health and Care Plans (EHCPs) and the focus is very much about capabilities and not disabilities. St Paul's focuses on the strengths and aspirations of each pupil and passionately believes that every pupil has talent and can fulfil their ambition.

Job Title: School Administration Manager
Salary: £26,115pa (pro rata £22,599pa)
Hours of work: 37.5 hours per week - term time only
Contract Term: Subject to 6 month Probationary Review
Closing date: 8th July 2022 12 noon
Interviews will be held: Week Commencing 18th July 2022

Job Purpose:

To provide administrative/secretarial support to the Head of School and senior members of staff where appropriate including diary management, managing admissions paperwork, liaising with other agencies such as the Local Authority and other schools. Responsible for business and financial management of school resources. Manage the schools support functions through planning, developing, designing and monitoring support systems and procedures. Act as Clerk to the School Governors.

Substantial experience of managing budgets and financial reporting and competent on FMS and SIMS (or other similar management systems) and a recognised management qualification is essential. You will also need a smiley and positive 'can do' attitude to school life – even under pressure.

Further details and an application form available via the website:

www.stpaulstrust.org.uk/recruitment

All members of staff employed by the Trust have an individual responsibility for promoting and safeguarding the welfare of the children/young people and vulnerable adults that they are responsible for, or come into contact with.

It is a condition of employment that the successful candidate obtains a satisfactory DBS Disclosure.

