

Policy Support Administrator

Required as soon as possible

Grade 9 (FTE salary: SCP 28 £36,648 – SCP 33 £41,418) Pay Award Pending

Starting Salary: Grade 9 SCP 28

20 hours per week – Term time only (+2 weeks during summer school closure period)

Flexible working arrangements – hours to be worked across an agreed number of days

Endeavour Multi Academy Trust is seeking to appoint a Policy Support Administrator. The postholder will be accountable to the Director of Education and will work closely with the Executive Board and staff across the Trust.

The Trust currently operates four special schools: Two Rivers High and Primary Schools (including a nursery) on two sites in Tamworth; Cherry Trees School (primary) in Wombourne; and Wightwick Hall School (secondary) on the outskirts of Wolverhampton.

The position will be based in the Trust Offices at Wightwick Hall School. The majority of work will be undertaken from home, although there may be occasions to attend Wightwick Hall School for meetings.

Please see the Job Description and Person Specification for full details of the knowledge and experience required for this post. To apply for this position please fully complete the Endeavour application form. All completed applications should be returned to info@endeavourmat.co.uk

Closing Date for Applications: 16 October 2024
Shortlisting will take place on: 17 October 2024
Interviews will take place on: 25 October 2024

We look forward to receiving serious applications from individuals who would be committed to working for our Trust under the terms and conditions outlined in the recruitment pack.

The Trust is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expect all staff and volunteers to share this commitment.

The position is subject to a criminal record check from the Disclosure and Barring Service (formerly CRB) which will require you to disclose details of all unspent and unfiltered spent reprimands, formal warnings, cautions and convictions in your application form. In addition, for shortlisted candidates an online search (including social media) will be conducted as part of the Trust's due diligence in line with KCSIE (Keeping Children Safe in Education).

Working together to keep children safe to secure the best outcomes in learning, in work and in life

