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| **ADVERTISEMENT TEMPLATE****Please email to HRDirect-Recruitment@wakefield.gov.uk**

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| **Post title** | Senior Administrative Officer |
| **Location** | High Well School, Rookhill Road, Pontefract, WF8 2DD |
| **Salary & Grade** | G6 12-18 £27,711-£30,559  |
| **Hours**  | 37 hours per week, Term Time plus 10 days (including 5x insets) |

High Well School is a Special School which caters for pupils key stages 2-4 with an Education Health & Care Plan (EHCP) for profound and severe social, emotional and mental health needs as well as other learning difficulties. The school meets the needs of some of Wakefield’s most complex and vulnerable young people through the provision of nurturing learning environments with personalised support and specialist teaching to enable our pupils to re-engage in learning, develop their social and emotional skills and leave with not only appropriate qualifications but the skills required to succeed in life after school. This is reflected in our vision of *‘****Preparing for Positive Futures’****.* We are looking to recruit a Senior Administrative Officer, whom will support the Business manager and Head teacher in work focused around being responsible for undertaking administrative, financial, organisational processes within the school. Assist with the planning and development of support services with a focus on HR.This role will be offered on permanent basis and will play a crucial role in the support of the wider team.. We believe that this presents a great opportunity for exceptional individual to join our dedicated and highly skilled school team. We were last inspected by OFSTED in 2022 as a ‘Good’ school. Just like our long-term members of staff you will have many great opportunities to develop your career at High Well as we invest heavily in staff development and be provided with access to tailored HR, CPD and support services – We always support your wellbeing and even give you a paid day off for your birthday!**We are looking for people who can demonstrate:** **Organisation*** Deal with complex reception/visitor etc. matters
* Contribute to the planning, development and organisation of support service systems/procedures/policies
* Organise school trips/events etc.
* Supervise, train and develop staff as appropriate

**Administration*** Manage manual and computerised record/information systems
* Analyse and evaluate data/information and produce reports/information/data as required
* Undertake typing and word-processing and complex IT based tasks
* Provide personal, administrative and organisational support to other staff
* Provide administrative and organisational support to the Governing Body i.e. minute taking
* Undertake administration of complex procedures (HR, Recruitment etc.)
* Complete and submit complex forms, returns etc., including those to outside agencies e.g. D.C.S.F.
* Undertake the administration of Payroll systems

**Resources*** Operate relevant equipment/complex ICT packages
* Monitor and manage stock within an agreed budget, cataloguing resources and undertaking audits as required
* Manage uniform/snack/other ‘shops’ within the school
* Provide advice and guidance to staff, pupils and others
* Undertake research and obtain information to inform decisions
* Assist with procurement and sponsorship
* Assist with marketing and promotion of the school
* Assist in the collection, recording and banking of money in relation to school activities
* Manage administration of facilities including use of school premises
* Undertake complex HR procedures
* Assist with the planning, monitoring and evaluation of budget
* Manage expenditure within an agreed budget

Responsibilities* Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
* Be aware of and support difference and ensure equal opportunities for all
* Contribute to the overall ethos/work/aims of the school
* Establish constructive relationships and communicate with other agencies/professionals
* Attend and participate in regular meetings
* Participate in training and other learning activities and performance development as required
* Recognise own strengths and areas of expertise and use these to advise and support others

Other duties commensurate with the grade of the post as directed by the Headteacher.If you are successful in your application, you will join a good school on its journey to its next level of development. There are no two days the same at High Well School where every day is exciting and where you will be utilising the excellent support systems in place. **The successful candidates will be joining a school that offers many other personal benefits including:*** A positive, friendly and professional working environment.
* An opportunity to work with an amazing group of young people.
* Bespoke and comprehensive induction package for new staff followed up with outstanding CPD.
* A subsidised Local Government Pension Scheme (LGPS).
* A talented and supportive Senior Leadership Team and dedicated Governing Body.
* A supportive environment in which your talents will be encouraged, nurtured and rewarded.
* Access to Schools Advisory Service and other wellbeing platforms, including cycle to work, and other platforms which give employee benefits and inspire a unique employee experience, enriching personal and working lives
* Employee Assistance Programme, on-site HR management, free parking

If you like the idea of working with a talented school team, we would love to hear from you.To apply for these vacancies, you **MUST** complete an **Application Form.**  Full vacancy details may be requested by visiting our school website at [www.highwellschool.org.uk](http://www.highwellschool.org.uk) or finding us on Wakefield Council Jobs page. Completed Forms should be returned to admin@highwell.org.uk *Perspective candidates should note that we reserve the right to close the vacancy earlier than stated, therefore applications are required as soon as possible.***Prospective applicants should note that appointment will be subject to verification of qualifications, satisfactory enhanced DBS with barred list check, two satisfactory references and evidence of the right to work in the United Kingdom.****Closing date:** 16/01/2025 or before if sufficient applications are received**Shortlisting:** 17/01/025**Interview date:** TBC**Start date:** ASAP**The Governing Body and Senior Leadership Team are wholly committed to ensuring children and young people are fully supported and safe. We are dedicated to the safeguarding of all children and young people whilst promoting their welfare and expect all staff and volunteers to share this responsibility. We particularly welcome applications from underrepresented groups including ethnicity, gender, transgender, age, disability, sexual orientation or religion.** |
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