

The Trustees are looking to recruit to the post of
Head of Site Administrator
Samuel Laycock School
Ashton Under Lyne

NJC scale points 12-17: £22,571 – £24,920 per annum (full time equivalent)
36 hours 40 per week
Full year

Commencing as soon as possible

At Samuel Laycock School we are constantly striving to create the best learning opportunities for every pupil. We aim to provide a specialist, high quality, relevant and balanced education for pupils aged 11-16 who have moderate learning difficulties. We also tailor the learning experiences for individual pupils' social and emotional development. Additionally, the school has a dedicated Autistic Spectrum Condition (ASC) Base, where the pupils are taught by specialist staff. All children and young people at Samuel Laycock School have an Education Health and Care Plan.

Samuel Laycock is delighted to have joined the New Bridge Multi Academy Trust (MAT) on 1st April 2022. The Trust is a growing family of schools catering for young people aged 4 to 19 with an EHCP currently in the local authorities of Oldham and Tameside.

The Trustees are looking to appoint an experienced and motivated Head of Site Administrator to join our dynamic, growing and committed staff team. Previous experience in school administration is essential.

The successful candidate will be able to demonstrate:

- Experience of working within a school in an administrative/business support capacity
- Experience of using a range of computer packages for word processing, spreadsheets, databases, emails and researching information
- Experience of undertaking a wide range of office-based administration and clerical tasks
- Experience of undertaking reception duties and providing high levels of customer care
- Experience of team-working to work effectively with others and meet deadlines and goals
- Organisational skills to work under pressure to complete tasks to deadlines, re-prioritising own workload if necessary
- Communication skills to deliver polite, courteous and efficient customer service, in person and over the telephone
- Written communication skills to take accurate messages, passing them on to others and to take accurate minutes
- A hard working, organised and proactive approach to their personal and professional development



C r e a t i n g M e a n i n g f u l F u t u r e s

This post will be based initially at Samuel Laycock School in Ashton Under Lyne, however, all staff are employed by the MAT and are expected to work at any site within the New Bridge Group if required.

New Bridge MAT is committed to safeguarding and promoting the welfare of children and applicants must have a commitment to safeguarding young people. This post is subject to a satisfactory enhanced disclosure from the Disclosure and Barring Service and references will be sought prior to appointment.

Salary: NJC scale points 12-17: £22,571 – £24,920 per annum (full time, full year)

Hours of work: 36 hours 40 minutes / Full Year

Based: Initially at Samuel Laycock School, Broadoak Road, Ashton Under Lyne

Commencing: as soon as possible

Status: Permanent

Closing Date: Friday 7th October 2022

Interviews: To be confirmed

School information: Tracey Myers tracey.myers@samuellaycockschool.org

Completed application forms via email to: recruitment@newbridgegroup.org