

Position: School Administrator

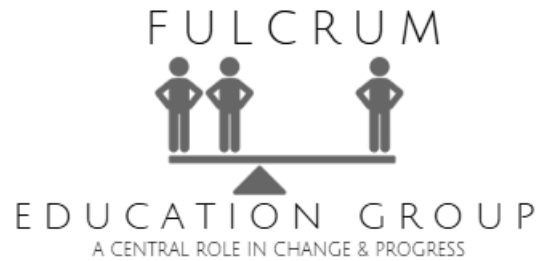
Salary: NJC L12 + Sen Allowance

Whole Time - £26,421 + SEN Allowance

Actual Salary - £22,864 + SEN Allowance

Start Date: TBC

Contract: Permanent



Fulcrum Education is committed to safeguarding and promoting the welfare of children.

Fulcrum Education is a provider of Alternative Education which educates and supports children in KS3 and KS4 to re-engage with their love of learning and make significant strides in their personal, social, emotional and economic growth. To complement our vision, we wish to appoint a School Administrator. The postholder will be proactive and positive in ensuring that all administrative duties are carried out with the utmost professionalism and to a very high standard to promote the overall success of the provision. Fulcrum Education is committed to providing a safe, caring and stimulating learning environment for all pupils.

All our staff are trained in Therapeutic Crisis Intervention (TCI), and we passionately believe that we offer pupils a route into education that supports them to develop the strategies they need to become successful in their education, further education and employment journey. At the heart of all we do is a belief that building strong relationships (with students, staff, parents/carers and other agencies) is the key to success for our pupils, now and in the future.

Are you someone who can help shape our future? Do you believe in educating the 'whole' child and ensuring all their needs are met? Have you got the belief that every child can achieve? If so, you may be the person to come on this journey with us.

We wish to appoint an innovative, experienced and effective school administrator.

The successful candidate will:

- Act as front of house and communicate with pupils, staff, parents, visitors and stakeholders.
- Provide general admin support to ensure the setting delivers effective and efficient services.

- Assist in the collection and recording of data as well as the completion of data e.g. census data.
- Schedule appointments and meetings for staff members and record minutes of meetings as and when required.
- Maintain a system for collecting, recording and providing invoices and receipts as and when required.
- Maintain regular communication with parents/carers as and when required but specifically around attendance.
- Be role model for the standards of behaviour expected of pupils at all times.
- Be aware of and comply with 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 all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall values, vision, ethos/work/aims of the school.

The successful candidate must be committed to creating a positive learning environment no matter what barriers they may face. You will need a high level of resilience and a commitment to working as part of an emotionally intelligent team to support vulnerable children.

Fulcrum Education is committed to providing a safe, caring and stimulating environment for the whole provision community and places positive mental health and wellbeing at the heart of everything we do.

Disclosure

The provision is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an enhanced DBS check.

Closing date: 22/01/25

Shortlisting date: 23/01/25

Interview date: To be confirmed

If you wish to discuss the position or find out more about working in our school, please contact Sophie Johnson for an informal chat on 07912494647

Only successful applicants will be contacted.

