

**Hatchside School**  
**Senior Admin Officer**  
**1 Year FTC (maternity cover)**  
**35 hours per week, term time including INSET plus 5 days (45.26 weeks)**  
**OUTL5, points 12-15 = £30,033 - £31,440**

**Actual Salary £25,528 - £26,724**

This is an exciting time to join our growing outstanding special school trust; we highly value our workforce and are committed to the support and development of all our staff through our dedication to high quality continued professional development which ensures the best outcomes for staff and therefore high-quality provision and experiences to our children and young people and their families.

This role will be based at the Hatchside School Juniors in Newbury Park.

The role includes setting up the administrative and front-line functions in line with the trusts current processes and procedures.

Working with administration, MIS (Integris G2) and day to day financial processing for the school.

You will:

- work closely with the Office Teams Manager to develop the office functions in order to deliver a positive and safe experience for all the school's stakeholders and visitors.
- be required to provide direct support to the senior leadership team and therefore you should be a highly organised professional with excellent time management skills.
- uphold and contribute to the overall aims, objectives and values of the school and trust and have a real passion for working in the education sector.

To find out more about the school and to apply, please visit the school website at [www.astrum-mat.org](http://www.astrum-mat.org), click in the Hatchside School area and download an application pack from the Current Recruitment page.

Completed application forms should be returned to the HR Officer at Astrum Multi Academy Trust, Newbridge School, 161 Gresham Drive, Chadwell Heath, Essex, RM6 4TR', or emailed to [recruitment@astrum-mat.org](mailto:recruitment@astrum-mat.org) by 9am, Monday 28<sup>th</sup> October 2024.

**Closing Date: Monday 28<sup>th</sup> October 2024, 9am**

**Interviews: tbc**

*The school is strongly committed to Safeguarding and Promoting the Welfare of Children and Young People. The successful applicant shall be required to undertake an enhanced DBS disclosure and other safer recruitment checks.*