

VACANCY



BOURNES GREEN SCHOOLS School Office Team Leader

Location:	Bournes Green Schools
Pay Range/Salary:	Level 6 Point 13-20 (£22,627-£25,991) pro rata
Start Date:	ASAP
Contract Type:	Permanent
Hours per week:	37 hours per week / term time plus inset days plus three weeks
Application Closing date:	Friday 14 January 2022
Shortlisting Date:	
Date of Interview:	w/c 17 January 2022

The Executive Headteacher of Bournes Green Infant and Junior Schools and CEO of Southend East Community Academy Trust (SECAT) are seeking to appoint a School Office Team Leader

We are looking to appoint someone who will:

- Support the Executive Headteacher with the day to day running of the office and the wellbeing of staff and pupils at both Bournes Green Infant and Bournes Green Junior schools
- Provide financial and HR assistance to both schools and the Central Team as well as to contribute to the delivery of an efficient and effective high-quality service.
- Enable the schools to meet their objectives by taking responsibility for overseeing specific areas of administrative functions used within the school environment to ensure the delivery of a high quality service.

Bournes Green Schools are two-form entry schools, part of the Southend East Community Academy Trust. We are caring schools with wonderful children who love

to learn. Our staff members are extremely dedicated, friendly and supportive of each other. We can offer you the support of committed teams of staff and Governors.

For information regarding the schools, please visit our websites at www.bournesgreeninfantschool.co.uk and www.bournesgreenjuniorschool.co.uk

We welcome visits to the school. Please contact Human Resources Team on hr@Secat.co.uk if you wish to arrange a visit.

Please visit www.secat.co.uk to download application and recruitment monitoring forms and return completed forms to hr@secat.co.uk

A copy of the SECAT Recruitment and Selection Policy and Privacy Notice for Job Applicants can be found in the policies section of the SECAT website (www.secat.co.uk)

SECAT is committed to safeguarding and promoting the welfare of children and expects all staff and visitors to share this commitment. All appointments are subject to an enhanced DBS check, medical clearance, and satisfactory references. We are an equal opportunities employer.

SECAT reserve the right to appoint before the closing date.