**Job Advert**

Cover / Admin Manager

**Contract type:** Permanent, Full Time or Term Time + 2 weeks.

**Location:** The Kingsway School (two sites)

**Required from:**As soon as possible.

**Salary:**NJC Scale 6 Point 18 – 22 (£29,269 to £31,364)

**Closing date**: 4pm 22nd April 2024

**Interview date**: 30th April 2024

We are looking to appoint a highly motivated and efficient cover / admin manager to bring a high level of expertise to organising and providing cover and additional administrative capacity to the school.

The ideal candidate will possess exceptional communication skills and impeccable attention

to detail with the ability to work independently whilst managing multiple tasks simultaneously in response to the schools changing operational needs.

With daily responsibility for the management and oversight of all office systems and workload

prioritisation, ensuring effective communication with and support of stakeholders in a range

of operational and administrative areas.

For further details of this exciting opportunity, please see the job description and person specification.

Education Learning Trust is a Multi-Academy Trust, educating over 3500 pupils from age 2 to 16 in the Greater Manchester area. We are very proud of our inclusive ethos to Collaborate, Empower and Achieve and provide over 450 employees with an inspiring and innovative place to work, with exceptional training and development opportunities.

As a Trust employee you will receive excellent benefits, including a highly competitive salary, well-regarded pension scheme, excellent career development opportunities and support for your health and wellbeing, with our award-winning employee assistance programme.

Our vision at ELT is to create an exceptional learning journey for all, by providing:

* Exciting, innovative, and challenging learning communities.
* School improvement strategies arising from evidenced based research and professional enquiry.
* Opportunities for professional development and leadership
* A celebration of the diversity and uniqueness of individual settings
* Innovation in practice by recognising the value of learning partnerships, both locally and nationally

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff and volunteers to share this commitment.

We ensure that we have a range of policies and procedures that promote safeguarding and safer working practices. This is in line with statutory guidance including Keeping Children Safe in Education and The Education Act 2002.

**All offers of employment are subject to a safer recruitment process, including the disclosure of criminal records, online checks and vetting checks.**

**It is an offence to apply for a role if you are barred from engaging in regulated activity relevant to children.**

**This post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020). This means that certain convictions and cautions are considered ‘protected’ and do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website:**

<https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>.’

We are committed to fulfilling our Equality Duty obligations, including valuing equality and diversity and expect all staff and volunteers to share this commitment.

We are committed to employment practices that promote diversity and inclusion in employment regardless of age, disability, gender reassignment, sex, marriage and civil partnership status, pregnancy and maternity status, race, religion or belief.

We expect the successful candidate to have the necessary standard of spoken English, as described under Part 7 of the Immigration Act 2016, the Public Sector fluency duty that requires state funded schools to ensure candidates for their customer facing roles have the necessary standard of spoken English (or English or Welsh in Wales).

Candidates should apply by completing the ELT application form, CVs alone will not be accepted in accordance with Keeping Children Safe in Education (KCSIE).

Please return applications to [recruitment@kingsway.stockport.sch.uk](mailto:recruitment@kingsway.stockport.sch.uk) for the attention of Rachel Faux, HR and Administration Officer.

We reserve the right to close this vacancy early if we receive sufficient applications for the role.

Therefore, if you are interested, please submit your application as early as possible.