



**STEPHENSON**  
TRUST  
ON TRACK TO SUCCESS

## Stephenson (MK) Trust

### Bridge Academy

Bridge Academy is a two campus Alternative Provision, part of Stephenson (MK) Trust where we are committed to building a strong foundation within our workforce in order to improve the life chances of each young person within our Academies. Our age range is 11-18 and we have an embedded induction programme and Initial Teacher Training scheme, as well as development within the Trust for support staff as well as teachers. Wellbeing is a high priority for us, for staff and students alike.

#### Administrative Officer – Bridge Academy

**Salary: Pay Range 4 £26,044 - £29,201 FTE, £23,720 - £26,595 Pro-rata**

The position would suit individuals with the enthusiasm, creativity and resilience to work in our successful and inclusive Learning Community. You will provide an efficient, confidential administrative support service to the school. If you have experience of working effectively with vulnerable pupils with challenging behaviour and relish the opportunity of moving into special education, then this position is ideal.

#### We are seeking:

- Want to make a difference to students and the challenges they experience in life
- Want to help build brighter futures
- Are dedicated and committed to being a part of our journey
- Are positive, flexible, and resilient
- Can use their initiative

#### Why choose our Trust?

We can offer you:

- A welcoming and positive working environment where the wellbeing of both students and staff is a top priority
- High quality professional development and support including bespoke CPD
- Small class sizes, with the ability to be truly creative, not prescriptive
- Progression opportunities across the Trust
- Free access to holistic treatments as part of our wellbeing policy

**Closing date for all applications: Wednesday 7<sup>th</sup> June 2023**

**Interview will take place on: Monday 12<sup>th</sup> June 2023**

**Please Note Qualification Certificates and Identification documents are required at Interview**

Visits to Bridge Academy are welcomed by contacting:

Robert Tittl – Operations Officer, 01908 889 400 - [recruitment@stephensonacademy.org.uk](mailto:recruitment@stephensonacademy.org.uk)

**CVs will not be accepted** but an application pack can be found on our website:

[www.stephensonmktrust.org.uk/Stephenson-MK-Trust-Vacancies/](http://www.stephensonmktrust.org.uk/Stephenson-MK-Trust-Vacancies/) or alternatively email [recruitment@stephensonacademy.org.uk](mailto:recruitment@stephensonacademy.org.uk)

Stephenson (MK) Trust is an Equal Opportunities employer. We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. This commitment to robust Recruitment, Selection and Induction procedures extends to organisations and services linked to the Trust on its behalf. An enhanced Disclosure and Barring Service Certificate is required prior to commencement of this post