

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.

SEND Administrative Officer – Bridge Academy

Salary: Pay Range 3, £23,989 - £26,669 FTE, £20,782 - £23,105 Pro-rata (actual salary)
41 weeks, 37 hours per week, Monday to Friday

- **Do you want to make a difference to a young person's life in Milton Keynes?**
 - **Do you want to help us to build brighter futures?**

Are you someone with excellent interpersonal skills, a great listener who is non-judgmental and calm under pressure?

Would you like the chance to be part of an exciting, forward-looking Alternative Education provider, which works in a holistic way?

Would you like to be part of a team that works hard to improve the life chances of some of the most vulnerable young people in Milton Keynes?

We are seeking:

An individual who can provide an efficient, confidential, administrative support service to the SENCO, Deputy Principal and Principal

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: Friday 13th October 2023

Interview will take place on w/c 16th October 2023

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

Visits to Bridge Academy are welcomed by contacting:

Sarah Bridges – HR Manager, 01908 889 400 - 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/ or alternatively email 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