



5 Dimensions Trust is currently advertising for the following exciting permanent opportunity to start at Shenley Brook End School

Admissions Officer
To commence September 2024
Permanent
Full-Time
Salary: 5DT Grade 5 £25,545 - £28,770 pro rata, £22,167 - £24,966 actual

37 hours per week, term time plus training days (39 weeks per year)
Mon – Thurs 8.00am - 4.00pm and Fri 8.00am - 3.30pm with a half hour unpaid break

An excellent opportunity has arisen for a highly efficient and organised person to become the Admissions Officer for Shenley Brook End School. You will be joining our progressive data team; you will co-ordinate all in year admissions and process bulk admissions for the September intake. This is a demanding and important post. Attention to detail is essential as is the ability to work to tight deadlines.

Although not essential, experience working with admissions or data could be advantageous but full training will be given.

The ideal candidate will: -

- be highly organised
- be a proficient IT user with the ability to work efficiently with a high degree of accuracy
- have excellent communication skills that allow you to inform, coach and advise others
- want to make a difference to the children in our care

The schools within the 5 Dimensions Trust are consistently ranked amongst the highest-achieving schools in Milton Keynes. We are on a mission to make our Trust the very best place to work and study.

Employee wellbeing is a priority for 5 Dimensions Trust and we recognise that happy employees perform better and live happier and healthier lives. Professional development is of a high quality; colleagues engage in a range of CPD from in-house coaching to National Professional Qualifications. All staff identify a 5-year career pathway supporting them to grow and be the best version of themselves. Our pension scheme is generous, as is our incremental pay progression. If you would like a tour of the school prior to applying, please contact People Services on 01908 555620.

Closing Date: 10.00am, Wednesday 19th June 2024

Interview date: Monday 24th June 2024

To view full details and apply online, please visit: <https://mynewterm.com/jobs/136730/EDV-2024-SBES-76456> or alternatively you can contact recruitment at the address below. *The Trust reserves the right to close the application process at any stage should we receive sufficient applications.*

5 Dimensions Trust is an equal opportunities employer. *The Trust is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. An enhanced DBS check is required for all successful applicants.*

Recruitment, 5 Dimensions Trust, Emperor Drive, Hazeley, Milton Keynes, MK8 0PT

Tel: 01908 555620

Email: recruitment@ct5d.com

Website: www.5dimensionstrust.com

CEO: Mr Tony Nelson