



Braidwood School

Bromford Road, Birmingham, B36 8AF

Senior Administrator

Salary: GR3, SCP 9 – 22 - £25,199 - £31,364 pro rata

Pro rata figures: £19,555 - £24,417

Start Date: As soon as possible

This role is 32.5 hrs term time only (times of work to be agreed with successful applicant)

Braidwood is a highly successful school for deaf pupils aged between 11 and 19.

We are seeking to appoint a well-organised, reliable and enthusiastic person with proven experience in dealing with constantly changing priorities to join our very busy office team.

We are seeking an individual who has:

- A working knowledge of SIMS and FMS (preferred)
- Excellent interpersonal and organisational skills
- The ability to work under pressure
- Excellent literacy, numeracy and ICT skills
- The ability to work both without supervision and as part of a busy team.

Your duties will include:

- General Administrative duties
- Financial administration (raising orders \ processing invoices)
- Oversight of Educational Visits
- Undertaking reception duties, answering general telephone and face to face enquiries when required

All staff are fully supported in gaining British Sign Language skills

If you think you will be an asset to our school further details and an application pack are available to download from the school website: www.braidwood.bham.sch.uk

Closing date for applications: Monday 6th May at 12 noon

If you have not heard from us by Friday 10th May 2024, you can assume that you have not been shortlisted. Interviews will be held week commencing 13th May 2024

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for this role. Braidwood Trust School for the Deaf is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check is required for all successful applicants along with online checks.