

Administrator Great Oaks College

Great Oaks College is a new specialist independent college that is co-located within Oaklands School in state of the art, purpose built premises located in Gresham Road, Hounslow. We are close to Osterley Tube Station and public transport routes and just 15 minutes walk from Hounslow bus station. The college provides further educational opportunities to post 19 students that have needs including moderate, severe, profound and multiple learning difficulties and autism.

We are looking to appoint College Administrator to support the HR Officer, ensuring compliance with college policies, employment legislation and best practice, promoting effective employee relations.

The ideal candidate will have relevant administrative experience and knowledge, be highly organised and able to act with integrity, compassion and empathy.

The role will provide comprehensive administrative support to the Principal as required as well as undertake administration relating to the college board and committee meetings including collation and circulation of relevant documents within the required deadlines.

Please refer to the job description and person specification for full details of the role.

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We offer a comprehensive Induction, Inset and CPD programme for our staff, a pension scheme and other wellbeing benefits including an employee assistance programme.

Great Oaks College is committed to safeguarding and promoting the welfare of young people and anyone applying to work at the college is expected to share this commitment. This position is subject to a satisfactory fully enhanced DBS check and references being received. All positions are subject to the satisfactory completion of a 26 working week probation period.

Details of this post are available on the College Website on <https://greateoakscollege.com/>

To apply, please complete and email the application form to hr@greateoakscollege.com

Please ensure that you explain clearly in your application how you meet the person specification.

Closing date: 20th February 2023

Interview date: 2nd March 2023

Start date: 17th April (or as soon as possible, depending on the compliance checks)

Contract type: Permanent Term Time plus 2 weeks

Pay scale: Scale 5 point 11-15 depending on the experience. £29,700 to 31,731 per year pro rata

Weeks worked in a year: Term time only (39 weeks) plus two weeks,

Actual salary: £27,163 - £29,023

Hours of work: 08:00 – 16:00 36.25 h a week (Monday to Friday).

CV's will not be accepted.

No agencies please.