

RECRUITING

SCHOOL ADMINISTRATOR (Full Time and Part Time)

Currently we have two positions available in our admin Team for 1 part time and 1 full time administrator. Working hours for both positions are open to negotiation to suit successful candidates. We will also consider requests for term time only working and jobs share opportunities.

Salary	£23,000 per annum (FTE)
Contract terms	FTE hours 37.5 per week, Monday to Friday 8:30am - 5.00pm
Annual leave	25 days paid leave plus bank holidays
Free on-site parking	

Role summary:

Are you an organised, efficient and experienced Administrator seeking your next challenge? Jigsaw is recruiting for Administrators to join our friendly Administration Team. You will play a vital role across Jigsaw School and JigsawPlus adult day services in managing inductions, attendance, transportation and associated records and paperwork and as well as a review case load for our pupils and adult learners.

How will you contribute to the team?

- Provide administrative support to the senior management teams and other colleagues, creating and distributing memos, announcements and letters
- Create and maintain learner files and databases
- Manage a caseload of learner reviews, making meeting arrangements, taking notes and collating and distributing documents
- Support learner transport arrangements, liaising with local authorities and maintaining an accurate database of driver details
- Support daily learner transitions, liaising with staff and transport providers to ensure learners safe arrival and departure
- Maintain stationery, uniform and other stock, sorting deliveries and re-ordering items where required
- Support the admissions process for new learners
- Assist with Trust events such as open days and conferences
- Play an active role as a trained first aider and fire warden
- Cover reception duties and school break and lunch support in the absence of the Front of House Administrator

What can we offer you?

- Competitive salary with regular salary progression
- Performance related cash bonus scheme
- 25 days annual leave (plus bank holidays)
- Free onsite parking
- Pension scheme
- Employee Assistance Programme
- Mental Health and Wellbeing Facilities and Support
- Access to over 900 retailer discounts via our exclusive reward platform
- 10% discount at our onsite café
- Staff recognition days
- Long service awards including additional leave
- Training including first aid and fire safety
- Negotiable, term time only hours and job share opportunities

What will you need?

- Experienced in providing an excellent administrative support
- Education to at least A-Level or equivalent standard
- Confidence with Microsoft applications including Word, Excel and Outlook and online database systems
- Ability to communicate effectively both verbally and in writing across a wide range of audiences
- Ability to be pro-active and work with initiative
- Have a logical manner, prioritising tasks and meeting deadlines whilst remaining calm and professional in a pressured and fast paced environment
- A pleasant and friendly outlook, with excellent customer service skills
- Be a team player with the ability to support those around you to get tasks completed
- Able to maintain confidentiality and keep accurate records and reports
- Experience of working in an education or health care setting would be an advantage

ABOUT JIGSAW

Jigsaw Trust is a registered charity **inspired by autism** in its desire to provide the very best in ongoing education, vocational and wellbeing services for autistic people; it is also committed to raising awareness of autism and promoting the understanding and acceptance of autistic people.

Jigsaw Trust incorporates: **Jigsaw CABAS School**, rated 'Outstanding' by Ofsted, educating children aged 4-19 years, and **JigsawPlus** a specialist day service delivering key living and life skills learning for adults from the age of 18+. The Trust also operates 2 social enterprises: **Café on the Park** providing work experience and volunteering opportunities in a public-facing setting, and **Jigsaw GARDENworks** enabling learners of all ages to embark on a range of gardening and related outdoor activities.

Find out more

Please visit our website jigsawtrust.co.uk/current-vacancies where you will find a full Job Description.

For an informal discussion about the role please call the HR Team on 01483 277366 or email them at careers@jigsawtrust.co.uk

Application process

To apply for this role download and complete an application form found at jigsawtrust.co.uk/current-vacancies and return it to careers@jigsawtrust.co.uk

Closing Date: Thursday 15th December

We reserve the right to close this vacancy sooner where there is a significant response rate. We therefore strongly advise you to apply for the role promptly to avoid disappointment.

We are committed to safeguarding and promoting the welfare of children, young people and adults at risk. We expect all staff and volunteers to share this commitment. All successful candidates will be subject to a satisfactory Enhanced Disclosure from the Disclosure and Barring Service (DBS)