

**Nore Academy**

**School Secretary & Exams Officer**

**Term-time only - Permanent**

**37 hours per week**

**40 weeks worked and 46 weeks paid per year**

**Monday to Friday**

**Single Status Grade 6-7 –SSP (FTE £24,703 to £27,196)**

**Pro-rata starting salary from £21,880**

The SABDEN Multi Academy Trust, is an aspirational and supportive Trust, aiming to create a warm, caring, stable, supportive environment in which all staff and pupils feel safe. We are three special schools, a large countywide alternative provision and a vocational free school across East Sussex. The Trust is also in the pre-opening phase of opening a new SEMH Free School on the Isle of Sheppey in Kent. We strive to discover success through learning, self-belief and achievement. Pupils are empowered to take responsibility through a personalised curriculum supported by secure systems.

Nore Academy, a brand new Free School which is being opened in partnership with Kent County Council, is an SEMH school on the Isle of Sheppey in Kent opening in September 2024. The new school will eventually serve up to 120 secondary aged pupils with Social, Emotional and Mental Health (SEMH) needs, some with associated autism spectrum conditions or social communication difficulties. The school will grow from 48 pupils in its opening year to full capacity by the fifth year. Once established, Nore Academy will also offer outreach services for local schools and their pupils on the Isle of Sheppey.

Nore Academy will be a unique school to be part of; it will be committed to ensuring that each child can access the highest possible standard of education, where they can be supported to manage their behaviour, emotional and mental health needs. The new school will offer a broad, balanced and stretching curriculum, aspirational qualification offer and effective pastoral support structures.

Nore Academy is located within Halfway Houses on the Isle of Sheppey in a brand new, eco-friendly modular building which has been designed to meet the needs of SEMH pupils through discreet zones and well equipped key stage classroom areas. The school site is extensive with superb ground, two multi use games areas and forest school.

We are seeking to recruit a School Secretary & Examinations Officer to start 03/06/24, an exciting opportunity to join the pre-opening phase and be involved in the setup of a brand new school.

**The Role:** School Secretary & Examinations Officer, to provide an effective secretarial service for the Principal and to ensure appropriate administrative procedures are undertaken; To Manage & oversee the schools Management Information System to ensure accurate records of staff and students; and to co-ordinate all public and internal examinations.

**You Are:** An experienced administrator with experience of information management systems. You will have experience of managing data/communication within education or industry. You will be exceptionally organised and have experience of managing tight deadlines. You will be able to communicate with a wide range of stakeholders and manage a varied workload.

We encourage you to visit our website and watch the welcome video which we hope will help you understand the vision and our aspirations for Nore Academy, please click here (hyperlink) [Welcome - The Sabden Multi Academy Trust](https://www.sabden.org.uk/4012/welcome-8)

If you would like to find out more information or arrange an informal conversation please email Leanne Gilbey, Personnel and Projects Officer at recruitment@sabden.org.uk.

For an **application pack**, please visit the vacancy section of the SABDEN Multi Academy Trust website here: <http://www.sabden.org.uk/216/vacancies>

The **closing date** for completed applications is by **12 noon Tuesday 19th March 2024**

Interviews will be held the 25th – 29th March 2024

Please send completed applications to [**recruitment@sabden.org.uk**](mailto:recruitment@sabden.org.uk)**.**

Please note CVs will not be accepted.

The school has a proven commitment to 'Equality of Opportunity' and actively promotes the welfare and safeguarding of young people. Successful applicants will be subject to an enhanced check from the Disclosure and Debarring Service (DBS).