

KNSTE Administrator
Fixed Term until 31/8/2021

Salary Range: SET Grade 6:
FTE: £20903-£23541 (scp 20-24)
Pro-rata: £19069-£21476 (Actual)

Keele and North Staffordshire Teacher Education (KNSTE) part of The Shaw Education Trust is looking to appoint a hardworking and committed administrator. The successful candidate will be working 5 days per week during term time and an additional 10 days spread over school holidays throughout the year by arrangement with the Office Manager. It is likely that during school holidays you will not work more than 2 days per week but this will be wholly dependent on workload. The post will be on a fixed term contract until 31st August 2021 in the first instance. The position is based at our administration office at Seabridge Primary School, ST5 3PJ. Our intention is that the post will be sustained in the future through the success of KNSTE. We are seeking someone with a mix of skills and experience that will enable them to work as part of a busy administration team to support the delivery and continuing development of a high quality and innovative Initial Teacher Education and Research programme in the Stoke-on-Trent, North Staffordshire and Central Staffordshire region.

KNSTE can offer:

- a welcoming, supportive and hardworking team
- a supportive Strategic Board with a determination to build an excellent ITE and Research partnership.

KNSTE is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expects all staff and volunteers to share this commitment.

This position is subject to a criminal records check from the Disclosure and Barring Service (formerly CRB) which will require you to disclose details of all unspent and unfiltered spent reprimands, formal warnings, cautions and convictions in your application form

Visits to KNSTE are welcome. Please contact Trish Locker in the first instance to arrange a time: t.locker@knste-shaw.org.uk, 01782 432538

To apply for the post please complete the attached application form

Closing Date: 5pm on 22nd January 2021

Shortlisting Date: 23rd January 2021

Interview Date: 26th January 2021

All applications should be returned directly to:
KNSTE, c/o Seabridge Primary School, Roe Lane, Newcastle, Staffordshire, ST5 3PJ

Email: t.locker@knste-shaw.org.uk

Telephone: 01782 432538 Website: <https://knste-shaw.org.uk>