

Senior Administrator and Cover Manager - Temple Moor High School and Sixth Form

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Company: Red Kite Learning

Location: Blackpool

Category: other-general

SENIOR ADMINISTRATOR AND COVER MANAGER Temple Moor High School and Sixth Form, part of Red Kite Learning Trust Contract: Permanent Hours: 37 hours per week TTO + 5 training days (39 weeks a year) Actual salary: C3 pt 19-22 - £23,856 - £25,215 per annum Eligible for the RKLTFriends & Family Referral Scheme (see details attached) Temple Moor High School and Sixth Form, rated 'good' by OFSTED in March 2023, is a confident and outward facing school, at the heart of the local community. Able to adapt well to the changing schools' and educational landscape, we are better prepared to meet the needs and aspirations of all our learners. At Temple Moor we believe in pursuing excellence in everything we do. By committing to this aspiration, and continual school improvement, we can provide the very best life chances, and next steps in students' learning at our school, both now and into the future. Required as soon as possible, we are looking for a well-presented, enthusiastic and motivated Senior Administrator and Cover Manager to provide high quality, administrative support to the Business and Operations Manager and operational teams. This is a full-time role, working Monday to Thursday 7:30am – 3:30pm and Friday 7:30am – 3:00pm. The successful applicant will: have a warm, welcoming and calm manner have excellent interpersonal skills and be able to communicate at all levels be flexible and able to work under pressure with a 'can do' attitude have excellent ICT skills have the ability to prioritise and meet deadlines As a member of our Trust, you will benefit from: being part of a truly collaborative trust, working with professional generosity and towards our shared mission of; Nurturing ambition, delivering excellence and enriching children's lives continued

investment in our people, supporting every member of staff throughout their career to be the best they can be a clear set of values, a celebration of equality and diversity and a working environment built on respect, your kindness and promotion of your positive wellbeing. We are pleased to offer a generous benefits package including ; excellent pension scheme, £5k cycle to work scheme, discounted gym, family health, private medical insurance and dental care plans, discounts and online offers at major high street/online retailers and our employee assistance programme accessible by you and your family.

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