



Stephenson MK Trust

Bridge Academy

Jonathans
Coffee Hall
Milton Keynes

Lynsey McAuley

Administrative Officer

Range 3 - £25,663 - £27,411 per annum (FTE - £ 27,269 – £29,093)

Permanent / TTTO

Start date: 30/04/2025

About our School:

Bridge Academy is a two campus Alternative Provision, part of Stephenson (MK) Trust where we are committed to building a strong foundation within our workforce in order to improve the life chances of each young person within our Academies.

Our age range is 5-18 and we have an embedded induction programme and Initial Teacher Training scheme, as well as development within the Trust for support staff as well as teachers. Wellbeing is a high priority for us, for staff and students alike.

Do you want to make a real difference to your students? Is job satisfaction a priority? Want to achieve more than just results at the end of each academic year? Then come and join Stephenson (MK) Trust! We are dedicated to improving the quality of education for students excluded from mainstream school, some with complex social, emotional and mental health needs, giving them the best possible life chances.

About the Role:

Are you a dedicated and committed individual who can put yourself in other people's shoes, are positive, flexible, resilient and can use your initiative? If so, you could make a difference to the lives of these young people.

The Administrative Officer is responsible for supporting with the administrative and organisational processes within the school. They will also act as the initial point of contact for professionals parents, visitors and other stakeholders so will be an ambassador for the school and embody the value, vision and ethos of the school in all interactions. The successful candidate will be providing an efficient, confidential administrative support service to the School Business Manager and Senior Leadership team.

Personal qualities such as integrity and being able to work effectively as part of a team are more important than experience in this field, which is why our staff join us from different roles and trades.

Closing date for applications: 21/02/2025

Alternatively, you can apply here: <https://mynewterm.com/jobs/140252/EDV-2025-BA-06294>