

Administrator

Hours: 15 hours per week (9.30am – 12.30pm), term time plus 10 days

Starting salary: £8,145.63 (actual starting salary)

Location: Bradley, Huddersfield, HD2 1RA

At Pivot we believe children deserve better. In our academies we teach and support children and young people from Key Stages 1 – 4 who have been excluded from school, for whom mainstream education is simply not working, or those with an EHCP who require a specialist placement. Every day our teams do incredible work, making a huge difference to some of the most complex and challenging children, many of whom come to us with traumatic backgrounds.

We are currently seeking a conscientious and enthusiastic Administrator to join our fantastic Commissioned Services team, which consists of our Day 6 provision (Pivot 6) and our Pivot Outreach Programme (POP).

As the Administrator, you will facilitate the smooth and effective running of the Commissioned Services. You will be one of the main points of contact for parents/carers and other external stakeholders and have responsibility for ensuring the administrative procedures are operating effectively. The successful candidate will have excellent IT skills and will be very well organised, with the ability to prioritise their workload. The ideal candidate will have experience in an education setting, although this is not essential for the role.

Working at Pivot will give you a real chance to change our student's lives and we truly believe you will find working here a rewarding experience.

Don't miss this opportunity, apply now by completing an application form and returning to the HR team at recruitment@pivot-group.co.uk.

Closing Date: 7 April 2024

We are committed to safeguarding our young people and promoting the welfare of children and we expect all staff and volunteers to share this commitment. The successful candidate will be subject to an enhanced Disclosure Barring Service check and appropriate referencing.

During the shortlisting process, Pivot will carry out an online search on shortlisted candidates as part of its due diligence.