



# The Bishop of Winchester Academy

## Behaviour Support Administrator

37 hours per week (Term time only – 39 weeks per year)

Salary: **£13,335 – £13,900** (pro-rated in line with Academy Conditions)

*TBOWA Support Staff Salary Scale – 12-15* (dependent on experience)

Due to internal restructuring and our commitment to provide all of our students with the best educational support available, The Bishop of Winchester Academy is seeking to appoint motivated individuals who share our determination that all students should know 'life in all its fullness'.

*The Bishop of Winchester Academy is a thriving Church of England school, recently recognised by Ofsted as prioritising 'wider opportunities alongside achievement so that pupils "live life to the full."' (Ofsted 2023). Operating from recently refurbished facilities, our shared mission to improve the life chances of all of our students is at the very centre of our work.*

The academy is seeking an **efficient** administrative **support** to the Alternative Learning Facility and wider pastoral team. The ideal candidate will be **flexible, adaptable** and committed to maintaining excellence in this varied role.

As **Behaviour Support Administrator** you will:

- Be **adaptable, motivated** and able to use your own **initiative**
- Have excellent **attention to detail** and **strong communication skills**
- Be able to coordinate **strong team relationships** and work constructively as part of a team
- Be flexible to meet the needs of the needs of the academy

As **Behaviour Support Administrator**, you will:

- Complete all administration duties for the Behaviour Facilities using the academy MIS
- Liaise with a range of agencies including staff, students and parents
- Completing administration for the academy on-call procedures
- Completing necessary documentation to support the academy behaviour policy

As **Behaviour Support Administrator** you will benefit from:

- Enrolment into the LGPS – one of the most **generous pension schemes** in the UK with an **employer contribution of 21%**
- **Employee Assistance Programme**
- **Strong travel links** and staff parking
- Close **proximity to beaches**, supermarkets and coffee shops
- Cycle to work scheme & IT Purchase Scheme
- Employment Assistance Programme offering Employee Support and Advice

**To Apply:** please visit the vacancies section of our website to complete an application form:

<https://www.tbowa.org/staff/vacancies/support-staff>

Please email completed application forms to [recruitment@tbowa.org](mailto:recruitment@tbowa.org), addressing your covering letter to Mr Paul McKeown, Principal.

*The Bishop of Winchester Academy is an equal opportunities employer and welcomes applications from all suitably qualified candidates. We are committed to safeguarding and promoting the welfare of children and expect all staff to share this commitment. An enhanced DBS check is required for all successful applicants. **Please be aware that due to the 'Keeping Children Safe in Education' legislation we do not accept CVs. We reserve the right to close a vacancy earlier than the advertised date if we have received applications that meet the criteria.***

Closing date for applications is: **Midnight, Sunday 8<sup>th</sup> October, 2023**



I came to give life - life in all its fullness

High expectations - no excuses

