



ACORN
A Secondary Alternative Provision

Administrator

Pay Scale GLEA 4.9 to 4.12 (£25,989 to £27,254 Pro Rata)

Actual Salary £22,290 to £23,375

This is a full time (term time only) position commencing 1st September 2026.

We are looking for a friendly, reliable and efficient Administrator who is flexible, calm, motivated and thrives in a collaborative working environment to join our busy school office team. You will need to demonstrate excellent ICT skills, be able to input data into the school financial system following finance procedures, as well as keeping our pupil database SIMS up to date. Experience of using information management systems (SIMS) or Xero would be beneficial.

Acorn works in partnership with secondary schools throughout Lincolnshire and into Nottinghamshire, supporting pupils who are presenting with emotional and behavioural challenges. Pupils are all dual registered; with Key Stage Three students placed for short-term intervention and then phased back into their mainstream setting. The Key Stage Four offer is full time and permanent; we offer GCSEs in core subjects as well as a full suite of vocational options, all of which are classed to be of high quality. We pride ourselves on our ability to teach GCSE courses whilst at the same time providing students with the Personal Development Opportunities that they may need.

The successful candidate will join a school of highly committed, professional and caring staff who are dedicated to raising achievement and providing aspirational role models for all of our children. We are looking for a candidate who:

- Is confident in dealing with a wide range of people, including parents, children and visitors
- Has excellent ICT skills and is able to securely manage data
- Understands the need for discretion and confidentiality.
- Is able to follow finance procedures
- Is well organised, able to use their own initiative with a good sense of humour.
- Thrives on being busy and enjoys the challenges of working in a fast pace environment.



Executive Headteacher: Mrs A Dawson BA (Hons), NPQH
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- Supports the inclusive ethos of the school and believes that every child should have the opportunity to fulfil their potential.
- Is committed to their own personal and professional development.

Acorn is committed to safeguarding and promoting the welfare of our pupils and we expect everyone to share this commitment. The School is legally obligated to process an enhanced Disclosure and Barring Service (DBS) check before making appointments to relevant posts. The DBS check will reveal both spent and unspent convictions, cautions, reprimands and final warnings, and any other information held by local police that's considered relevant to the role. Any information that is "protected" under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 will not appear on a DBS certificate.

For posts in regulated activity, the DBS check will include a barred list check. It is an offence to seek employment in regulated activity if you are on a barred list.

Prospective candidates are welcome to visit the school by appointment with the School Business Manager please contact rosierowe@theacornschoo.co.uk to arrange an appointment.

Application packs are available by emailing rosierowe@theacornschoo.co.uk