



**Grove House is a welcoming, positive and supportive special school for pupils aged 8-19 with speech, language and communication needs.**

Are you looking for a new challenge?

Do you have the skills to support the Headteacher in planning and Managing key administrative systems?

Grove House School has a rare and exciting opportunity to appoint an HR & Business Manager who will lead in keys areas of Human Resources and Business in conjunction with our Finance & Business Manager.

**We offer you:**

- Varied, interesting and rewarding work
- A range of high quality professional development opportunities
- Cross-trust progression opportunities
- Support, training and encouragement from members of the SEAX Trust's Central Team
- A career pathway including internal career progression opportunities
- Local Government Pension Scheme facilities
- A varied and challenging role, rewarded by financial recognition of achievement
- A fair work-life balance, employee assistance programme and commitment to staff wellbeing
- A firm commitment to equality and diversity
- A highly supportive and friendly team of staff
- A strong sense of cohesion and belonging
- A role in which you will truly make a difference to the life chances of children and young people with special educational needs
- New and recently refurbished buildings with specialist facilities and high quality resources
- Extensive Staff Wellbeing Support

We are not necessarily looking for someone who already has school-based administrative experience, because we will support your development, but we think it is important for you to be:

- Efficient and organised
- Motivated and willing to learn
- Able to multi-task and work under pressure at times
- A collaborative team-player
- An excellent communicator
- Welcoming, with a sense of humour
- Reflective and with a sense of perspective when things go wrong

If you think you are the right person to join us and wish to find out more, further information is available in the Candidate Information Pack on this page, or you can contact Mrs Michelle Cooper on **01277 361498**, or by emailing: [michelle.cooper@grovehouseschool.com](mailto:michelle.cooper@grovehouseschool.com)

If you would like to apply, please complete and return an Application Form before the closing date, which is also available on this page. Full details can also be found on the Essex Schools Jobs website at [www.essexschoolsjobs.co.uk](http://www.essexschoolsjobs.co.uk) Please note we cannot accept applications via CV only.

The SEAX Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The post is subject to satisfactory medical checks, enhanced DBS clearance and references.

*Grove House School is part of the SEAX multi-academy trust*  
*SEAX Trust company number 07747149*

**'Supporting Excellence'**

**Key  
Information**

**Salary**

Scale 8 points  
25-28  
Actual pro-rata  
salary £29,273 -  
£31,694 (under 5  
years' service)

**Working Hours**

37 hours per  
week  
Term time + 2  
weeks during  
the school  
holidays (41  
weeks pa)

Required as  
soon as possible

**Closing date:**

7th May 2024–  
10am

**Interview:**

10th May 2024

**Visits welcome:**

please call  
01277 361498  
to discuss/  
arrange