



FINHAM PARK  
MULTI ACADEMY TRUST

**Administrative Assistant**  
**GRADE 3 £23,114-£24,294 FTE (Actual £20,571 - £21,622)**  
**37 hours per week, term time only, plus two weeks**

**Based at Lyng Hall School, Blackberry Lane, CV2**

Lyng Hall is a successful and inclusive school with good outcomes for pupils. We pride ourselves on removing barriers to learning through our core values: passion and ambition.

Our most recent Ofsted (June 2019) described Lyng Hall as a 'Good' school 'where all teaching is consistently good or better'. 'Pastoral care for pupils is exceptional' and as a result 'the pupils feel very safe in school'. 'Leaders have developed a highly personalised curriculum' and 'the schools work to promote personal development and welfare is outstanding'. We are ambitious in our goal of delivering a world class education to all pupils and are fast progressing towards this.

An exciting opportunity has arisen for a motivated and flexible candidate to support the school in continuing to achieve high standards of education. You will have excellent communication and organisational skills and will provide effective administrative support to all areas of the school. Your key areas of work will include reception cover, absence and to provide support with the Reprographics work. The successful candidate will organise and manage an efficient and effective administration role, ensuring a 'customer' focus is paramount.

Finham Park Multi Academy Trust is a growing organisation, which is currently made up of 7 schools across Coventry and Warwickshire. The Primary and Secondary schools in Finham Park MAT will set out to pioneer, innovate and deliver a "World Class" education for all.

**Closing date: Monday 21<sup>st</sup> October @ 9:00am**

**Interview date: TBC**

**How to Apply**

Applications are submitted through our Every Candidate Portal. Click the link below to take you directly to the site.

<https://candidates.every.education/Vacancies/Details?advertKey=ca4cbc90-e15b-4d05-a751-6767888d1266>



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Alternatively, you can click on the 'application form' on our careers website which will direct you to the application page.

To request any of the documents in an accessible format, or to request an application form via email, please contact [apply@finhampark.co.uk](mailto:apply@finhampark.co.uk) or call 02477 180000 and select option 2 for HR.

If you are a new user to our portal, you can click on 'Register' to complete your candidate profile. If you want to apply directly for this role and not save your data for any future vacancies, you can click on the 'Apply Now' button at the bottom of the Every page.

For further information on this role and other opportunities within the MAT, please visit <https://careers.fpmat.co.uk>

### **Safeguarding**

Lyng Hall is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All successful applicants will be requested to undertake an Enhanced Disclosure and Barring Service Check.

Finham Park Multi Academy Trust requires all applicants to be eligible to work in the UK with no restrictions as we are unable to offer sponsorship/work visas. You will be required to provide proof of Right to Work at interview stage and if you are offered a job position with us.

### **Online Checks**

In line with KCSIE (Keeping Children Safe in Education) 2024. We will complete online searches as part of our due diligence on all shortlisted candidates. If anything is identified as part of these checks, they will be discussed with you at interview. If any safeguarding concerns are identified we reserve the right to withdraw your application.