## Staffordshire University Academies Trust is a Multi Academy Trust comprising of twenty-one academies, located throughout Staffordshire. We are looking to appoint an Administration Assistant to work in at our head offices on the University of Staffordshire campus, Leek Road. The role will focus on supporting the Trust central team through various roles and tasks as well as having the opportunity to demonstrate independent and interpersonal work skills, team working and collaboration with a range of stakeholders.

Please see the job description attached for further details.

All application forms and recruitment monitoring forms should be completed and returned to [hbrooks@suatrust.co.uk](mailto:hbrooks@suatrust.co.uk) by the closing date.

## **Requirements and prospects**

### **Desired skills**

* The Administration Assistant will be working within a busy and efficient Multi Academy Trust.
* The role is varied, assisting with coordinating a number of specific operational and administrative processes on a day-to-day basis, to ensure the smooth running of the Trust central function and to support our 21 schools.
* This position requires exceptional administrative and communication skills.
* Have excellent ICT, written and verbal communication skills.
* Have good organisational skills.
* Professional telephone and written communication manner.
* Experience and knowledge of business administration is essential.

### **Personal qualities**

* The successful candidate will be self-motivated, confident and an enthusiastic person who enjoys using their own initiative.
* The successful candidate will be able to plan and manage their time effectively and have strong attention to detail.

**SUAT is pleased to offer employees various benefits**, inclusive of (but not limited to):

* A friendly and supportive central team
* Further training opportunities
* Enhanced Holiday Entitlement
* Generous Pension
* Once trained, and where appropriate for the role, there may be the opportunity for Hybrid Working to offer a flexible approach to work life balance
* Free Car Parking
* Wellbeing Support
* On Site Catering Facilities
* Trust Laptop
* An opportunity to work for SUAT which has strong links to University of Staffordshire

**Hours:** 37 hours per week, Term Time only (Working 38 weeks per year, 0.841 FTE)

**Term:** Fixed term, maternity cover which is due to commence in January 2026. It is expected that the fixed term will be 12 months including a handover, this may reduce upon return of the postholder.

**Start Date:** As soon as possible

**Salary:** Grade 4, SCP 5-6

**Salary range (for 1.0 Full Time Equivalent):** £25,583 to £25,989

**Closing Date:** Friday 31st October 2025 (Midday, 12pm)

**Shortlisting Date:** Monday 3rd November 2025

**Successful applicants to be informed:** Tuesday 4th November 2025

**Interview Date:** Thursday 6th November 2025

**DBS Checks**

This post is subject to the Rehabilitation of Offenders Act 1974 (Exceptions) Amendment Order 1986 and, as such, it will be necessary for a Submission for Disclosure to be made to the Disclosure and Barring Service to check for any previous criminal convictions. Click [here](https://www.gov.uk/government/organisations/disclosure-and-barring-service) for further information.

If we consider that you might be suitable for other roles in future, we will keep your details so we can contact you about these other roles. If you do not want us to keep your details for this purpose, please email [office@suatrust.co.uk](mailto:office@suatrust.co.uk) or let us know at any stage of the recruitment process. For more information, please read our SUAT Privacy Notice – Job Applicants.