



**Part Time Administration Assistant**  
**GRADE 3 – £23,114 - £24,294 (Actual £13,469 - £ 14,156)**  
**22.5 hours per week, term time only**  
**Start Date October 2024**

An exciting opportunity has arisen for a talented **Administration Assistant** to work closely with the Operations Manager and other members of the team, to ensure that administrative and financial procedures are carried out in a timely and accurate manner, in our busy school office. Your key areas of work will include reception cover, administration and financial duties. The successful candidate will organise and manage an efficient and effective administration role, ensuring a 'customer' focus is paramount. The working hours for this role will be Monday to Wednesday 8:30am - 4:30pm.

Finham Park Multi Academy Trust is a growing organisation which is currently made up of 8 schools across Coventry. The Primary and Secondary schools in Finham Park MAT will set out to pioneer, innovate, and deliver a "World Class" education for all. Pearl Hyde Primary school is a vibrant and engaging school on an exciting journey having recently received a positive OFSTED inspection. As a team, we have created a safe, inspirational, and exciting learning experience for every child, built around our values of PERSEVERANCE, EXCELLENCE, ACCEPTANCE, RESPECT and LEADERSHIP. These values form the core of everything we do, and we refer to them every day.

If you are ambitious for, and highly motivated by the opportunity to contribute to making a real difference to the lives of young people, then we can offer you an unparalleled opportunity to be part of our schools' exciting journey to become World Class.

**Closing Date: Monday 23<sup>rd</sup> September 2024 @ Midnight**  
**Interview Date: Week Commencing 30<sup>th</sup> September 2024**

Only applicants selected for interview will be contacted.

**In return we can offer:**

A dedicated staff team, committed to delivering outstanding outcomes for our children and themselves, supported by an active Governing Body with a clear vision for the future of the school  
Children with a love of learning who are enthusiastic, excited and stimulated by challenge  
Opportunities for collaboration, support and development through our local professional networks and established learning community practice  
A comprehensive induction support package and ongoing, high quality CPD provision  
To be part of a MAT trust of schools with 3 other primaries to network, moderate and train with

**Next Steps:**

If you would like to be part of a dedicated team, are committed to driving standards up to enable children to achieve the very best, have high expectations and are keen to make a difference, then we want to hear from you.

Visits to the school are warmly welcomed and encouraged.

To arrange a visit telephone 02476 610165 or e-mail [admin@pearlhyde.co.uk](mailto:admin@pearlhyde.co.uk)

### **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=a0fba230-50e9-43b4-8c97-a220c6f3d35f>

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>

**Finham Park MAT is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We follow safer recruitment practices and appointments will be subject to an enhanced DBS check.**

**Finham Park MAT 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.