



FINHAM PARK
MULTI ACADEMY TRUST

**ADMINISTRATIVE ASSISTANT
GRADE 3
22.5 hours per week - Permanent**

**£24,404 - £25,584 FTE (actual £12,877 - £13,500) term time only + 1 weeks
On site based at Finham Park 2 School, Torrington Avenue, CV4 9WT**

An exciting opportunity has arisen for an experienced administrator to join the Trust's central support team. The Trust is expanding and currently oversees 4 secondary and 4 primary schools in Coventry and Warwickshire www.finhamparkmultiacademytrust.co.uk. The Primary and Secondary schools in Finham Park MAT will set out to pioneer, innovate and deliver a "World Class" education for all.

An exciting opportunity has arisen within the Central Team where an Administrator is required to help to support the Educational Development Team and other central departments in our growing MAT.

The successful candidate will have excellent communication and organisational skills and will provide effective administrative support for all aspects of the MAT Leadership function. You will be a reliable, organised and skilled administrator who is able to assimilate information quickly and communicate with various internal and external stakeholders. The successful candidate will organise and manage an efficient and effective administration role, ensuring a 'customer' focus is paramount.

Closing date: Wednesday 11TH December 2024

Interviews to be held: 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=25628c89-0211-4b03-92e6-4300cb37b498>

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 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.





FINHAM PARK
MULTI ACADEMY TRUST

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 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.

