**JOB DESCRIPTION**

**Finham Park MAT**

**Job Title** Administrative Assistant

**Grade** Grade 3 £24,404 - £25,584 FTE (actual £12,877 - £13,500)

**Status** Permanent – Term Time Only Plus 1 Week

# Job Purpose

This is an exciting opportunity for an experienced administrator to join the Finham Park Multi Academy Trust to support all of the central team. The position will offer comprehensive admin support to the whole team and will be based on site with the Education Development Team at the Mat offices located at Finham Park 2. The successful candidate will be a reliable, organised and proactive administrator who is able to assimilate information quickly and communicate with various internal and external stakeholders.

**Duties and Responsibilities**

Duties will include but are not exhaustive of the following:

* to set up and co-ordinate meetings, provide meeting support

including greeting visitors

* attendance at meetings which may involve some evening work, taking minutes, providing information etc.
* to maintain key documentation and records as required
* to deal with telephone and written enquiries and information requests
* to update the Trust website ensuring compliance with statutory obligations
* to design and collate Trust publications and communications on social media channels
* management of resources e.g. stationery supplies
* to undertake ad hoc projects as required
* assisting departments with day to day administrative tasks

Any such duties as are within the scope and spirit of the job purpose, the title of the post, and its grading.

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the School’s Equal Opportunities Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.