**ADMINISTRATIVE ASSISTANT**

**Grade 3 £24,404 - £25,584 FTE (£21,177 - £22,200 Actual Salary)**

**Term-time only plus one week**

**37 hours per week**

**Hours of work 7:30am – 3:30pm (3pm Friday)**

**Based at Meadow Park School, Abbey Road, Coventry CV3 4BD**

An exciting opportunity has arisen for a motivated and flexible candidate to support the school on its improvement journey. We are seeking to appoint a professional and enthusiastic **Administrative Assistant** to join our team and lead on cover and admissions. You will have excellent communication and organisational skills and will provide effective administrative support to all areas of the school, with a focus on arranging cover and managing admissions. The early start is important as one of your responsibilities will be to organise cover for teacher absences, working closely with the senior leadership team and external agencies. You will join a growing team of support staff who are committed to ensuring that Meadow Park students have the best educational experience possible.

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

At Meadow Park School we are committed to nurturing excellence, growing aspiration and thriving together. Meadow Park School strives to achieve excellent outcomes for young people, but also provides opportunities for them to be creative, innovative and to enjoy their learning.

Meadow Park was recently inspected by Ofsted and graded ‘Good’ for Attitude to Learning, Personal Development and Leadership (November 2023). The Lead Inspector noted in their report that:

*“Pupils, parents and staff all describe the significant improvements that have taken place at the school since the arrival of the new headteacher”;*

*“There is now a clear and ambitious vision evident from all leaders to improve the quality of education for all pupils”;*

*“The school is welcoming to all pupils and frequently described as caring and compassionate”.*

The successful candidate must be:

* Committed to making a positive difference to the lives of students and staff.
* Able to demonstrate administrative and organisational skills.
* An excellent communicator with strong interpersonal skills.
* Able to prioritise workloads and show initiative.
* Flexible in their approach to work.
* Values driven, dedicated to “Thrive Together”

We will offer you:

* A positive and innovative learning culture, where wellbeing and workload are effectively managed.
* A dedicated, highly skilled and committed staff, upholding high expectations and aspirations for all of our students.
* A strong sense of community and a warm, welcoming workplace.
* Frequent opportunities to collaborate with staff from the other schools in the MAT to develop and share best practice.
* A vibrant, modern building and facilities in a beautiful location within easy reach of the M40/M6 corridor.

We welcome applications from a wide range of backgrounds and as such, the post would equally suit someone with experience of working in a school or someone, without previous experience, looking for a role in education.

Candidates who submit an application form before the closing date, may be invited for interview early, therefore, it is strongly advised that you complete and return your application as soon as possible.

**Closing date: Tuesday 1st April 2025 at Midnight**

**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=f049800e-86d1-429e-b5ab-518504cb7813>

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 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.**