



Fantastic Opportunity!
Apprentice Administrator
Excelsior Multi Academy Trust



Heath Mount Primary School

Contract: Fixed Term - 20 Months
Hours: 36.5 hrs per week – Term Time Only
Pay Scale: £7.55 per hour - £12,565 per annum
Closing Date: 31st August 2025

Heath Mount Primary School is proud to be part of the Excelsior Multi-Academy Trust. With their support we continue to improve and provide our children with the best education possible as well as helping to nurture and develop their personal and social skills. Our values of succeeding together, engaging in learning, ensuring equality for all, and aspiring from the start, shape all we do across Excelsior Trust and our schools. Our 'No Outsiders' approach to equality ensures everyone is welcome in all our schools.

Above all, we understand that our schools are communities; and that we all benefit from creating a working environment in which staff feel happy, valued and gain satisfaction from their work. We are driven by our core values of:

OUR VALUES

Succeeding together
*Alone you are good, together
we are amazing.*

Aspiring from the start
*Where ambition begins on
day one.*

OUR VISION

Our schools to be
outstanding beacons of
equality, where pupils
succeed in a safe,
innovative, and vibrant
learning community.

OUR VALUES

Ensuring equality for all
*Equality, first, foremost,
forever.*

Engaging learning
Unlocking minds every day.

Excelsior Multi Academy Trust presently comprises of Colmers Farm Primary School, Green Meadow Primary School, Heath Mount Primary School, Highters Heath Community School, Parkfield Community School, The Meadows Primary School, Thorns Primary School, and Turves Green Primary School.



Excelsior's main aims are to:

- Provide outstanding education through our values of equality, aspiration, and innovation.
- Develop outstanding leadership and well trained and motivated and happy staff, who will improve our pupils' outcomes in an exciting learning environment.
- Deliver a broad, balanced, and innovative curriculum of opportunity.
- Provide opportunities for pupils to develop resilience, compassion, and respect for all.
- Provide our communities with excellent schools.

Core purpose of the role

Would you relish the opportunity to work alongside a friendly, supportive, and hard-working team? If so, our Administrator Apprenticeship opportunity may be perfect for you!

Duties to be undertaken: -

- Front of House including answering phone, taking messages, and dealing with general queries.
- Attendance.
- Updating MIS.
- Admin Requests.
- Letters and reports for Headteacher and SLT.
- IT Skills.

What can we offer you:

An outstanding, innovative, and ambitious executive leadership team who, through their passion and drive to improve outcomes for children, support and motivate each other to achieve great things! In return for your commitment to our Trust, we can offer:

- Sector competitive pay
- Excellent CPD opportunities
- A fantastic supportive working environment
- The opportunity to make a significant difference in the lives of children across Birmingham
- Access to our mental health and wellbeing platform, ExcelWell
- The opportunity to develop into a highly effective leader
- 24/7 advice and helpline
- Flexible working arrangements

Recruiting and Onboarding:

If you would like an informal chat, or further information about the role, please contact HR@excelsiormat.org.

How to apply:

Please visit our website www.excelsiormat.org to download the Job Description & Person Specification and complete the online application and monitoring forms. If you have any queries, please email: HR@excelsiormat.org. Please do not send in CVs, the application form covers the information required and is designed to ensure fairness during interview shortlisting. Receipt of two references are required as part of the interview shortlisting process. Your application may be rejected if adequate references have not been provided.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all employees and volunteers to share this commitment.