



MAT Administrator Application Pack



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Letter from our CEO

Dear Applicant

On behalf of the Trust board, Local School Representatives, staff, parents and pupils, I am delighted to welcome your interest in the role of MAT Administrator here at Prime7 MAT. This is a part time (52 week) permanent contract, and we wish for you to join our friendly, passionate and committed team at the Trust as soon as possible.

We can offer

Enrolment into robust Local Government Pension Scheme (LGPS).

Professional Development - Continuous training

A friendly, community-focused settings. Flexibility/working from home

Generous annual leave 28 days plus statutory bank holidays

If you share our values and vision and are enthusiastic, dedicated and passionate about children, their learning and their development, I invite you to make an appointment to visit the academies in the MAT and see for yourself the opportunities we can offer.

The closing date for applications is Friday 23rd October at 9.00am and interviews will take place on Wednesday 4th November 2026.

We look forward to meeting you and receiving your application.

Yours sincerely

Ian Lowe

CEO

**Ambition, Enjoyment, Resilience,
Respect, Inspire, Community & Trust**



About Our Trust

Prime7 was formed in 2013 and joined together Middleton Cheney Primary, King's Sutton Primary and Chipping Warden Primary Academies. The aim of the Trust has always been to work collaboratively across all three schools. We strive to ensure that our schools offer the very best education for all our pupils. We also want to ensure that our staff enjoy working across the Trust and feel valued as part of a collaborative team.

At Prime7, we aim to provide the best opportunities for all pupils to develop strategies to face life's challenges. We want them to show courage and take risks in their learning whilst enjoying an enriched school experience. Community is important to us, and each school is valued for its own individuality, but it also plays an important part of the Trust as a whole. Across our schools we foster an environment where respect is earned and given in equal amounts. Our school communities promote kindness, friendship and trust so that our pupils will grow up to be young citizens that are able to show empathy towards others and become role models that are an inspiration to others.

Our Vision and Values

Our ethos is to provide the best possible environment for children to learn and develop, as well as to cultivate a sense of wonder, empathy and understanding of the modern society they are growing up in. Together, we will strive to realise the potential in all of our children so that they are fully prepared for the next stage of their education. We want to empower our children to succeed. The Trust's mission is to ensure that our staff, parents and carers are valued and well cared for so that we can work together to provide children with the best education and to know how to stay safe and healthy. We want them to take their place as responsible citizens that promote sustainability in order to protect the world around them for future generations to come.



Prime7 has seven core values and principles to support the delivery of our mission.

AMBITION: to have high expectations in all we do and to have ambition for continuous improvement whoever we are. **ENJOYMENT:** to create schools that foster creativity and curiosity so that children thrive on enrichment and thoroughly enjoy their school experience. We want our children to be excited learners. **RESILIENCE:** to provide the best opportunities for all children to develop strategies to face life's challenges. We want to have children that can show courage and take risks in their learning. **RESPECT:** to foster an environment where respect is earned and given in equal amounts. Our school communities promote kindness, friendship and trust. We want our children to grow up to be young citizens that are able to show empathy towards others. Our children take responsibility for their future and the future of others by respecting the world around them and promoting sustainability. **INSPIRE:** to empower children to take responsibility to strive and achieve in their learning and to be the very best that they can be. They will be responsible citizens that model sustainable practices and behaviours to protect the natural world. They will be role models and a source of inspiration to others. **COMMUNITY:** to establish schools that are at the heart of the local communities they serve. Each school is valued for its own individuality but it also plays an important part of the Trust as a whole. All stakeholders within our community will strive to prepare and empower individuals to become responsible for contributing to a sustainable future. **TRUST:** to belong as part of a team is a core part of who we are and our relationships are based at all times on openness and honesty.

Our values and principles are drawn from each of our schools and will support Prime7 in providing an excellent educational experience for all. We will work together with all of our stakeholders to ensure that the children in all of our schools achieve their full potential.



Job Description

Job Details

Line manager: Chief Finance Officer (CFO), with priorities agreed with the CEO and central administration team

Location: Mainly based at home with times in school locations as directed for specific projects

Hours: 29.6 hours over four days per week; 52 week contract with days working pattern to be agreed

Salary: Grade points 9–15, FTE £28153 - £31015 Actual/Pro Rata Salary £22522 - £24812 per annum

Contract: Permanent (52 week) contract - start date to be confirmed; proposed notice period of two months, subject to agreement

Safeguarding

Prime7 MAT is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Therefore, the successful candidate would need to undergo a DBS check and be committed to the safeguarding of children.

Purpose of role

To provide efficient, confidential and proactive administrative support to the Prime7 central team, helping the Trust and its schools maintain effective systems, communicate clearly and deliver agreed priorities. The role coordinates policy administration, digital communications, data reporting and compliance records, alongside agreed finance, HR, Health and Safety and project support.

This is a central MAT role serving Middleton Cheney Primary Academy, King's Sutton Primary Academy and Chipping Warden Primary Academy. Work will be planned with the CFO to reflect contracted hours, deadlines and Trust priorities. Strategic decisions, policy approval and specialist advice remain with the appropriate Trust leaders and advisers.



Duties and responsibilities

Central administration

- Provide timely administrative support to the CEO, CFO and central team; manage correspondence, enquiries, shared records and documents professionally and confidentially.
- Draft and proofread correspondence, reports and documents for CEO/CFO and working groups, maintaining consistent presentation and secure electronic filing.
- Support with recruitment and induction administration for Prime7 staff, Trustees and Local School Representatives, including coordinating required information and checks through approved processes.

Policy management

- Maintain the Trust policy schedule, recording policy owners, review dates, approval routes and publication requirements; issue reminders and follow up outstanding actions.
- Support policy updates through formatting, proofreading, version control and coordination of comments. Circulate approved policies, update published versions and archive superseded documents.

Websites and digital information

- Administer and develop Trust and school websites, working with school leaders, administrators and the website provider to keep information accurate, accessible and up to date.
- Maintain a planned cycle of website checks, including policies, governance, curriculum, staffing and admissions information; request updates from content owners and flag gaps to the CFO or CEO.
- Provide practical guidance to school staff on uploading content, consistent presentation and use of the website platform; coordinate agreed improvements and resolve or escalate technical issues.

Data protection and information requests

- Assist the Data Protection Officer (DPO) with subject access requests (SARs) and other data protection queries by logging requests, tracking deadlines and coordinating secure collection of relevant information.
- Organise records and assist with document review and redaction under the DPO's direction. Refer decisions about disclosure, exemptions and final responses to the DPO or authorised lead.
- Maintain relevant data protection records and audit evidence as directed; follow approved access, retention and secure disposal procedures and report concerns promptly.



Duties and responsibilities

Management information and reporting

- Extract agreed school and Trust data from Arbor and other approved systems to support leadership reports, Trust performance indicators and monitoring of the business plan.
- Prepare clear spreadsheets, tables and summaries; check reporting periods, definitions and completeness, and resolve discrepancies with school colleagues before circulation.
- Maintain agreed reporting schedules and templates, sharing pupil and staff information only with authorised recipients. Refer interpretation of performance and improvement priorities to the relevant leader.

Staff and parent questionnaires

- Coordinate the questionnaire cycle, including agreed questions, online forms, distribution, reminders and response deadlines, with clear arrangements for confidentiality or anonymity.
- Collate responses and produce clear summaries of findings and recurring themes for leaders. Support communication of agreed actions and maintain records for follow-up reviews.

Health and safety administration

- Support the CFO with school health and safety administration, maintaining schedules and evidence of required checks, inspections, risk assessment reviews and outstanding actions.
- Coordinate training bookings, reminders and completion records, including Smartlog access and relevant courses; liaise with school staff and providers and escalate overdue or urgent matters.
- Help prepare records for audits and reviews. Undertake training needed for the role; specialist assessments and decisions remain with designated responsible or competent persons.

Communications and marketing

- Coordinate approved social media content for individual schools and the Trust's professional profile, using agreed branding, publication permissions and approval arrangements.
- Prepare and update prospectuses, promotional materials and newsletters; support open days, recruitment events and other agreed marketing activity with school colleagues.
- Gather appropriate stories and images that celebrate school life and Trust achievements, checking consent and referring sensitive enquiries or comments to the relevant leader.



Duties and responsibilities

Grants and funding applications

- Identify relevant grants and funding opportunities; summarise eligibility, deadlines, match funding and reporting commitments for consideration by the CEO and CFO.
- Support bid writing by gathering evidence, drafting agreed sections and coordinating supporting documents and costings with relevant colleagues. Maintain an application and outcome tracker.
- Help collate evidence for successful grants and monitor reporting dates; obtain approval before submitting applications or making commitments on behalf of the Trust.

Government developments and Trust compliance

- Monitor agreed official sources for government and DfE updates relevant to Trust administration, funding, procurement and compliance, and prepare concise summaries for the CEO and CFO.
- Research requested frameworks and programmes, including MIS procurement, government purchasing agreements and school energy initiatives; check current guidance, eligibility and deadlines.
- Maintain a log of agreed compliance actions, owners and deadlines, gather supporting evidence and flag items requiring leadership decisions or specialist advice.

Trust business plan and projects

- Support agreed elements of the Trust Business Plan through research, meeting coordination, document preparation and maintenance of project milestones and action trackers.
- Request progress updates, collate evidence and prepare draft summaries for leadership and governance reporting; highlight delays, dependencies and decisions required.

Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Promote the safeguarding of all pupils in the school, follow Trust procedures and report concerns promptly. Maintain confidentiality, support equality and inclusion and contribute to respectful working relationships. Participate in induction, appraisal and training and undertake other reasonable duties consistent with the role and grade as directed by the CEO & CFO.

Please note, this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the postholder will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the CFO/CEO or central team.

Personal Specification

Essential criteria will be assessed through the application, interview and, where appropriate, a practical task. Relevant transferable experience is welcomed.

Essential qualifications and experience

- GCSE English and mathematics at grade C or 4 or above, or equivalent qualifications or demonstrable equivalent skills.
- Experience of providing organised administrative support, managing competing deadlines and maintaining accurate records in a busy environment.
- Experience of handling confidential information with discretion and following agreed procedures.

Essential skills and personal qualities

- Confident use of Microsoft 365, including Word, Excel, Outlook and online collaboration tools, with the ability to learn new systems.
- Strong written communication, proofreading and document formatting skills, with close attention to detail.
- Ability to collate and check data, maintain spreadsheets and present information clearly for different audiences.
- Ability to research information from reliable sources and summarise relevant findings, deadlines and actions accurately.
- Demonstrates resilience and adaptability, maintaining a calm, professional and solution-focused approach when managing competing priorities or challenging situations, and recognising when to seek support or escalate concerns.
- A professional, friendly and helpful manner, with effective communication skills when working with colleagues, parents, suppliers and other stakeholders
- Ability to work independently and as part of a team, use initiative appropriately, prioritise work and remain calm under pressure.
- Sound judgement about confidentiality, permissions and when to seek advice or escalate a concern.
- Commitment to safeguarding, equality, professional development and the Trust's values; ability to work across Trust schools as required by agreed arrangements.

Desirable experience and knowledge

- Experience in a school, academy trust or comparable organisation, including familiarity with school governance and administrative processes.
- Use of Arbor or another school MIS, financial systems, payroll or recruitment administration.
- Website content management, social media, marketing materials and online questionnaires.
- Support for policy schedules, data protection requests, health and safety records or compliance monitoring.
- Researching grants, supporting funding applications or coordinating projects
- Willingness to undertake appropriate training courses and professional development qualifications to expand the roles responsibilities in time. .



Post Information/Advert

MAT Administrator VACANCY

We wish to appoint an efficient, professional and organised Administrator to join our small and friendly Trust team as soon possible. The successful candidate will be enthusiastic, highly motivated and possess great attention to detail. We are a welcoming and supportive team, committed to the education of the children in our care. This is an excellent opportunity to join a successful Multi Academy Trust.

Prime7 MAT consists of 3 beautiful village schools, Middleton Cheney Primary Academy (NOR 322), King's Sutton Primary Academy (NOR 93) and Chipping Warden Primary Academy (NOR 88). At Prime7 we aim to provide the best opportunities for all pupils to develop strategies to face life's challenges. We want them to show courage and take risks in their learning whilst enjoying an enriched school experience. Community is important to us. Across our schools, we foster an environment where respect is earned and given in equal amount. our school communities promote kindness, friendship and trust so that our pupils will grow to be young citizens that are able to show empathy towards one another and become role models that are an inspiration to others.

Prime7 MAT is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Therefore, the successful candidate would need to undergo a DBS check and be committed to the safeguarding of children.

We are an equal opportunities employer.

The role will begin as soon as possible. The closing date for applications is Friday 23rd October at 9am and interviews will take place on Wednesday 4th November 2026.

For further information and an application pack please visit www.prime7.org.uk If you wish to find out more about the role, please contact our CFO/MAT Business Manager Esther Martin at esther.martin@prime7.org.uk

How to Apply

To apply for this position, please complete the Trust Application Form that can be found at Job Opportunities at www.prime7.org.uk and submit, together with a letter of application. Please return by email to admin@prime7.org.uk





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