



EXTERNAL

Post: Office Administrator

Hours of Work: Permanent, Part Time (25 hours per week, Monday-Friday), Term Time Only

Salary: Grade 6, Points 7 – 12, £24,293 - £26,421 (FTE)

Actual Salary: £14,118 - £15,355 per annum

A fantastic opportunity has become available for an adapted position within the core administration team, to support the growth at Bluecoat Trent Academy. Archway Learning Trust are seeking to appoint an experienced Administrator who will possess excellent communication and administration skills along with the ability to prioritise and manage their time accordingly. The role will be based in the main Academy office so they must have the ability to work well in a busy office environment. The postholder will be responsible for multiple areas across the administration service and therefore will need to communicate effectively with a number of different stakeholders. The nature of the role means that no one day is the same and there is always something new to do and learn. The ideal candidate will be personable, have experience in a customer facing role and enjoy dealing with people, both in person and on the telephone.

Archway Learning Trust, previously Bluecoat Academies Trust was formed in April 2014 as a result of the very long and successful history of Bluecoat Academy. The Trust now comprises of Bluecoat Aspley Academy, Bluecoat Sixth Form, Bluecoat Wollaton Academy, Bluecoat Beechdale Academy, Bluecoat Primary Academy, Bluecoat Bentinck Primary Academy, The Nottingham Emmanuel School and Sixth Form, Bluecoat Trent Academy, The Long Eaton School, Lees Brook Academy, Alvaston Moor Academy and the Bluecoat SCITT Alliance (School Centred Initial Teacher Training).

The successful candidate will be committed to the students and academy life and will possess the ability to communicate effectively and be able to raise the standards of learning for all of the students with whom they are required to work.

The growth and development of our Multi-Academy Trust makes this an excellent opportunity to join us, as we seek to serve a growing number of young people across the region.

In return we can offer:

- Archway benefits to include shopping discounts and competitions
- A free and confidential employee assistance programme offering counselling and advice
- Access to a generous pension scheme
- Access to discounted travel schemes
- Cycle to work scheme
- Comprehensive training and support
- Opportunities to develop new skills and progress your career
- Eye care voucher scheme
- Free flu vaccine
- Access to e-learning and development

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. This post is subject to the satisfactory completion of an enhanced DBS check, Barred List check, the receipt of satisfactory references, online searches and any other statutory checks that are required for the post. We are an equal opportunities employer.

For more information about Archway Learning Trust and the vacancy, please visit www.archwaytrust.co.uk/vacancies. To apply for the role click apply which will take you to the application form for the post. We would encourage you to refer to the job description and person specification, demonstrating your suitability for the role.

Closing Date: 9am, Thursday 1st August 2024

Interview Date: Wednesday 7th August 2024