



EXTERNAL

Post: Office Administrator

Hours of Work:

Permanent, 30 hours per week (Monday to Friday, 6 hours per day), Term Time Only

Salary: Grade 6, Points 7-12, £25,584 to £27,711 (Full Time Equivalent)

Actual Salary: £17,842 to £19,325 per annum

Are you ready to make a real impact in a fast-paced environment? Archway Learning Trust is looking for a driven, enthusiastic, and passionate individual to join our team. This is not just a job; it's an opportunity to be part of an organisation dedicated to working together to transform lives.

At Archway Learning Trust, our mission is to collaborate and transform lives through education. Schools are vibrant and ever-evolving places to work, where no two days are the same. We believe in the power of passion, drive and the ability to reprioritise quickly to meet the diverse needs of the communities we serve.

In this varied and exciting role, you will work closely with the Office Manager, providing essential administrative support, ensuring our services are professional, punctual, and of the highest standards. The ideal candidate will be highly organised with excellent administrative skills, an excellent communicator with interpersonal abilities and capability of maintaining composure in a bustling educational setting.

You won't be alone in this journey. Our centrally managed service across Archway Learning Trust offers opportunities to share best practices, overcome challenges, and develop innovative processes.

We would invite candidates to reach out to our Office Manager, Harriet Whittam on recruitmentloe@archwaytrust.co.uk to discuss this role in more detail.

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, Friday 3rd January 2025

Interview Date: Wednesday 8th January 2025