

Saint John Southworth Enterprise and Research Alliance (SJSERA) Administrator

Location: 89 Addison Road, London, W14 8BZ, and other Trust sites

Contract Type: Permanent, 20 and a half hours a week, 42 weeks a year

Salary: £17,017.02-£17,473.16

Start Date: As soon as possible

Are you an organised, proactive and detail-oriented individual looking to make a meaningful impact in education?

The Saint John Southworth Catholic Academy Trust is seeking a dedicated **SJSERA Administrator** to join our Shared Services Team. This is a dynamic role at the heart of teacher training, school support services and leadership development across our Trust. You'll be working closely with partner schools, training providers and internal teams to ensure the smooth running of recruitment, placements, events and professional development programmes.

Key Responsibilities

- Coordinate recruitment processes for trainee teachers and School Direct applicants
- Organise induction and assessment days, including venue booking and logistics
- Liaise with the Human Resources Team and schools to manage onboarding and offboarding
- Represent the Trust at recruitment events
- Provide administrative support for programmes
- Support marketing efforts and maintain the SJSERA website
- Manage lettings of Trust sites and assist with ad-hoc projects
- Act as clerk to the Saint John Southworth Foundation and Associations

What We Are Looking For

The ideal candidate will be:

- A strong communicator with excellent writing and verbal skills
- Experienced in administrative roles and working with children or young people
- Passionate about education and community engagement
- Comfortable working independently and collaboratively across multiple stakeholders

What We Offer

- A supportive and collaborative working environment
- Opportunities for training and development to help you grow in your career
- The chance to contribute to a trust committed to delivering high-quality education and supporting staff wellbeing

How to Apply

For further details on the role, please view the Job Description and Person Specification via <https://www.sjscat.co.uk/Vacancies/> or visit our [website](#) to find out more about us.

To apply for this role, please complete the application forms available on our Vacancies webpage. Applications should be sent via email to hrteam@sjscat.co.uk.

Shortlisted candidates will be called for interview upon receipt of application, therefore we advise you to submit your application as early as possible to avoid disappointment.

The Saint John Southworth Catholic Academy Trust is committed to safeguarding and promoting the welfare of young people. All roles are subject to satisfactory vetting, including an Enhanced DBS check with Children's Barred List.

Join us in our mission to cultivate an educational environment that inspires growth, respect and academic achievement!