**TWO ADMINISTRATOR POSTS: 2 year fixed term contracts**

**Teaching School Hub Administrator**

**Early Years Stronger Practice Hub Administrator**

**Based at Altrincham Grammar school with hybrid working**

NJC scale points 4 to 6 (Bright Futures Grade 3) £21,189 - £21,968 (FTE)

 Actual pay for 5 days per week, 39 weeks per year: £18,144 - £18,811 p.a.

Alternative working hours and arrangements will be considered and should be raised at interview.

**Are you ready to apply your administrative skills to a unique opportunity?**

The **Teaching School Hub Administrator** and **Early Years Stronger Practice Hub Administrator** will provide outstanding administrative support to our Hub leaders. Key responsibilities will involve a variety of administrative tasks as well as supporting with paperwork and record keeping. The post holders will work closely with the leadership teams of either the Teaching School and Early Years Stronger Practice Hubs drawing on resources as and when necessary.

The successful candidates will have experience of providing high quality administration support, coordinating events, and strong organisational and email management skills. They will be self-motivating, and able to communicate effectively with colleagues across the organisation.

We offer a great place to work and an opportunity to join an organisation which really lives its values of community, integrity and passion.

You will find full details of the posts and the Development Network, in the comprehensive information pack on our website: <http://bfet.co.uk/vacancies/>.

How to apply for the post is also contained in this pack and the dates are as follows:

* Application Closing Date:  midday Thursday 5th January 2023
* Short Listing & Notification of Interview:  Friday 6th January 2023
* Selection & Interview:  Tuesday 10th January 2023

The link to the application form can also be found here: [Hub Administrators (jotform.com)](https://bfet.jotform.com/223264811838964)

You will be considered for both roles however should you have a preference for one of these roles please state in your supporting information.

**Bright Futures Educational Trust is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974; pre-employment checks will be carried out and references will be sought for shortlisted candidates. Successful candidates will be subject to an enhanced DBS check and other relevant checks with statutory bodies.**