

Trust Administration Officer

Data Protection and Admissions

Contract: Permanent, Term-Time + 1 additional week

Hours: Part time 30 hours per week (40 weeks)

FTE salary: £24,702- £26,421 per annum

Actual Salary : £17,592 - £18,817 per annum

Holidays: equivalent to 12 non-working weeks per year

Eligible for our RKLТ Friends and Family Referral Scheme



- For everything you need to know about [our Trust](#)

We are delighted to offer all our valued colleagues a benefits package including an excellent local government contributory **pension scheme with an employer rate of 19.5%**. £5k cycle to work scheme, discounted gym, family health, private medical insurance and dental care plans, discounts and online offers at major high street/online retailers and our employee assistance programme accessible by you and your family.

As a Flexible Working Ambassador, we recognise the huge benefits of offering alternative working options for our colleagues and champion this innovative approach across our Trust. Whatever your preferences are, we are open to a conversation to explore how we can accommodate your needs within this role – **just ask!**

About the role

We are delighted to present this exciting role which combines two key elements of our Central Trust services; Data Protection and Admissions. Working closely with our dedicated Trust Governance Lead, you will act as key point of contact for all Red Kite Learning Trust schools, responsible for co-ordinating our data protection processes and admissions policies and appeals. Supported by a strong culture of collaboration, integrity, and respect, we are an effective central team who work within a high-trust environment. We are now seeking a confident, driven, and multi-skilled individual to join us in providing high quality administrative support. This is an exciting time to join our Trust and as we continue to grow and improve the services we deliver to our schools.

Culture and values: As a member of our Trust, you will benefit from;

- being part of a truly collaborative trust, working with professional generosity and towards a shared mission of **nurturing ambition, delivering excellence and enriching children's lives**
- our Trust commitment to continued invest in our people, supporting every member of staff throughout their career to be the best they can be
- a clear set of RKLТ values and a celebration of equality and diversity

CHAT TO US: We are keen to answer any questions you may have about this opportunity before you apply. To arrange a convenient time to speak, please contact us by email: recruitment@rklт.co.uk or call us on 07704 003110.

Interviews will take place on Tuesday 9th July.

READY TO APPLY – CLICK [HERE!](#)

#RKLТPeople

At the heart of excellence



Red Kite Learning Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Appointments will be subject to an enhanced DBS disclosure. We are an equal opportunities employer which welcomes applications from all sections of the community. We are committed to promoting diversity and want a workforce which reflects the local population of each of our schools.



www.rklт.co.uk/Vacancies

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