

All Saints Church of England Academy

Operations Administrator



Could you be the right person for this key role to help the children to work together to care for each other?

Are you the right person for this key role within the Trust?

The Diocese of Coventry Multi Academy Trust is at a transformational point on its aspirational journey to achieve educational excellence for all. We have recently formed a Cluster of 7 academies within our 19 academies, taking responsibility for Finance, Operations and HR centrally, therefore releasing our Headteachers to concentrate on what's important to them, teaching and learning. The role is based within All Saints' school office.

You will be responsible for the day-to-day academy administration and ensure the smooth running of the school office. Undertaking duties across a range of activities including data handling and reporting, compliance, administration of school admissions and pupil data, catering and finance admin, school trips, clubs, deliveries and the main contact for the school.

You must be:

- Highly motivated with a can-do attitude
- Passionate about church school education
- Able to work on your own initiative.
- Happy to work as part of a team

You must have

- An interest in working in the education sector
- Experience of working in School Administration will be beneficial.
- Experience of working in a busy client facing office environment, handling a large variety of activities

**Operations Administrator
37 Hours per week**

**Current grade and salary:
Grade G, points 11-14
£22571-£24920FTE**

Start Date:
ASAP

Academy Visit:
Please see contact details below

Closing Date:
Sunday, 30 October 2022

Interview Date:
3rd November 2022

For an appointment to visit the school please contact the school office on 01926 400498. Applications to Clusterhr@covmat.org

For full information please see www.covmat.org/vacancies or email clusterhr@covmat.org

All Saints' CE Academy, Warwick Road, Leek Wootton, Warwick, CV35 7QR