**Administration Assistant**

**GRADE 3 £21,189 - £22,369 FTE (Actual Salary £17,316 - £18,280)**

**35 hours per week, term time only, plus one week**

**Based at Lillington Nursery & Primary School, Leamington Spa, CV32 7AG**

**Starting ASAP**

Finham Park Multi Academy Trust is a growing organisation which is currently made up of 7 schools across Coventry. The Primary and Secondary schools in Finham Park MAT will set out to pioneer, innovate and deliver a “World Class” education for all.

An exciting opportunity has arisen to support the development of Lillington Nursery & Primary School. The role is pivotal and will contribute to the development of this school and the MAT. The successful applicant will be expected to contribute to its development whilst making a real difference at the school.

An exciting opportunity has arisen for a motivated and flexible candidate to support the school in continuing to achieve high standards of education. You will have excellent communication and organisational skills and will provide effective administrative support to all areas of the school. Your key areas of work will include reception cover, financial duties and to provide support with the Reprographics work. The successful candidate will organise and manage an efficient and effective administration role, ensuring a ‘customer’ focus is paramount.

The successful applicant will join a team of staff who are committed to supporting both the development of the MAT and the school that they work in, ensuring it operates efficiently and offers the best educational “experience” possible to all its students. The working hours for this role will be Monday to Friday 8am – 4pm.

**Closing date: Wednesday 29th March 2023 at 9am**

**Interview date: Tuesday 18th April 2023**

Completed application forms should be returned to [apply@finhampark.co.uk](mailto:apply@finhampark.co.uk) or by post to:

Human Resources Department

Finham Park Multi Academy Trust

Torrington Avenue

Coventry

CV4 9WT

For further information on this role and other opportunities within the MAT, please visit <https://careers.fpmat.co.uk>

Online Checks

In line with KCSIE (Keeping children Safe in Education) 2022 we will complete online searches as part of our due diligence on all shortlisted candidates. If anything is identified as part of these checks they will be discussed with you at interview. If any safeguarding concerns are identified we reserve the right to withdraw your application

***Lillington Nursery & Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All successful applicants will be requested to undertake an Enhanced Disclosure and Barring Service Check.***