



FINHAM PARK
MULTI ACADEMY TRUST

Administrative Assistant
GRADE 3 £21,189 -£22,369 FTE (Actual £19,244-£20,316)
37 hours per week, term time only, plus three weeks

Based at Lyng Hall School, Blackberry Lane, CV2

Lyng Hall is a successful and inclusive school with good outcomes for pupils. We pride ourselves on removing barriers to learning through our core values: passion and ambition.

Our most recent Ofsted (June 2019) described Lyng Hall as a 'Good' school 'where all teaching is consistently good or better'. 'Pastoral care for pupils is exceptional' and as a result 'the pupils feel very safe in school'. 'Leaders have developed a highly personalised curriculum' and 'the schools work to promote personal development and welfare is outstanding'. We are ambitious in our goal of delivering a world class education to all pupils and are fast progressing towards this.

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, absence 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.

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

Closing date: 22nd March 2023 @ 9am

Interview date: TBC

Completed application forms should be returned to apply@finhampark.co.uk

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.



Lyng Hall 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.

FINHAM PARK
MULTI ACADEMY TRUST