

Administration Assistant

Bloxwich Academy Secondary School

37 Hours | Monday – Friday | Term Time Only Plus One Week

Grade 3 Spine Point 9-12. Actual Salary: £15,835 - £16,511

Start Date: September 2021

We are looking for an organised and enthusiastic individual who will provide administration support in all aspects of the school. We are looking to appoint someone with initiative, drive and attention to detail. The successful candidate will be an excellent administrator with good Microsoft Office skills and have a GCSE Maths or English grade C or above. You will have experience of working in a similar fast paced role and have excellent organisational skills and the ability to manage a busy workload.

We can offer:

- An exciting challenge where you can truly make your mark.
- Local Government Pension Scheme.
- Annual health check and flu jab.
- Salary sacrifice schemes e.g Cyclescheme, Techscheme.
- Money saving deals and vouchers, from restaurant vouchers, discount holidays, money off fashion, mobile phones, and utilities.
- The benefits of being part of the forward-thinking Matrix Academy Trust.
- A wide range of professional development opportunities and the opportunity to work with some of the best educational professionals in the country.

We are looking for someone who:

- Is dynamic, organised and polite with a proven success record of a public facing role.
- Is an excellent, engaging communicator who will develop strong relationships with children, parents and the wider community.

To apply please fill in an application form found on our website: www.matrixacademytrust.co.uk/vacancies and send to aseager@bloxwichacademy.co.uk

Application Deadline: Friday 6th August 2021

Interviews will be happening as soon as suitable applicants are identified - please apply immediately if you would like to be considered