

# Administration Assistant

## Matrix Academy Trust

37 Hours | Monday – Friday | Full Time

Salary: £17,362 - £17,851

Start Date: January 2022

We are looking for an organised and enthusiastic individual who will provide administration support in all aspects of the Trust. We are looking to appoint someone with initiative, drive and attention to detail. The successful candidate will be an excellent administrator who is IT literate. This is a fantastic role for an enthusiastic person who will shape the role as they progress in their career.

### *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 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 the trust and the wider community.

To apply please fill in an application form found on our website: [www.matrixacademytrust.co.uk/vacancies](http://www.matrixacademytrust.co.uk/vacancies) and send to [mthomason@matrixacademytrust.co.uk](mailto:mthomason@matrixacademytrust.co.uk)

**Application Deadline: Monday 29<sup>th</sup> November 2021**

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