

SCITT/Teaching School Hub Administrator

Barr Beacon School

Old Hall Lane, Aldridge, Walsall WS9 0RF

Full Time - 37 Hours. Maternity Cover until August 2022.

£18,108 - £18,881

Barr Beacon School is looking for a self-motivated and organised administrator to provide support to Barr Beacon SCITT & Teaching School Hub.

Main Duties Include:

- Liaising with Barr Beacon SCITT partnership schools on a regular basis.
- Maintaining accurate records of documentation and databases for Barr Beacon SCITT recruitment cycles.
- Inputting trainees' records onto the Department for Education database
- Managing operational and administrative functions to ensure specific projects are delivered efficiently

The successful candidate will be:

- someone with good time-management, organisational skills and work planning;
- self-motivated and enthusiastic;
- an effective team player and individual worker;
- an open, honest and active listener;
- a friendly professional who demonstrates support and commitment to providing a quality service.

If you are already interested in joining us, visit www.matrixacademytrust.co.uk/vacancies to download an application form and send it to Lynsey Draycott: LDraycott@barrbeaconschool.co.uk

Application Deadline: Friday 28th January 2022