

Administration Assistant

Etone College

37 Hours | Monday – Friday | Term time only

Actual Salary: £16,929 - £17,250

Start Date: September 2022

We are seeking to appoint two Administration Assistants to support Safeguarding and SEND administration at the college. The successful candidate will be an excellent administrator who is IT literate. They will also be able to demonstrate they have initiative, drive and attention to detail. This is a fantastic role for an organised and 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.

We are looking for someone who:

- Has a GCSE Grade 5 (or equivalent) in English
- Is a proficient user of Microsoft Office
- 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 and send to hr@etonecollege.co.uk.

CVs alone are not accepted.

Application Deadline: 12 noon Friday 1st July

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