



Senior Administrator to MAT Central Team

Salary – FTE £32,076 - £35,745

Actual - £28,170 - £31,392

Permanent, 36.5 hours per week, Term Time Only

Job Purpose

Due to rapid growth, we are looking for a Senior Administrator to join our Central Team at Thrive Education Partnership. The position will offer comprehensive administrative support to the Central Team and be based at our office in Birmingham City Centre. There will be some opportunity for hybrid working.

We are looking for someone who is reliable, organised, proactive, flexible, self reliant and a team player. This is a dynamic position requiring initiative. As this is a new position, the role will evolve and adapt to meet the needs of the Trust as we grow.

We offer a competitive salary, enrolment to Local Government Pension Scheme, SAS wellbeing package, Cycle to Work salary sacrifice scheme, Discount vouchers and travel expenses.

Education and Qualifications	<ul style="list-style-type: none">• Excellent literacy and numeracy skills• Previous experience in a similar role
Knowledge and Experience	<ul style="list-style-type: none">• Experience of working in an office environment at a senior level• Experience of using all Microsoft Office applications, in particular Outlook, Word and Excel
Skills and Abilities	<ul style="list-style-type: none">• Excellent organisational skills• Produce documentation to a high standard with meticulous attention to detail• Excellent interpersonal skills to be able to communicate effectively with a range of people both verbally and in writing• Respect confidentiality• Flexible and well organised approach to work• Work using own initiative and also as part of a team

To apply for this position, please complete the application form available at www.thrive.ac

Any further enquiries please email vacancies@thrive.ac

Closing date for applications Sunday 10th December 2023.

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for this role

Thrive Education Partnership is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will be subject to all necessary pre-employment checks, including: an enhanced DBS; Social Media check; Prohibition check; Childcare Disqualification (where applicable); qualifications (where applicable); medical fitness; identity and right to work.