



Kingsbury Road, Coventry CV6 1PJ

**Administration Assistant**

**Salary range pro rata - £20,903 - £23,541 Actual Salary - £18,733 - £21,097**

**36.5 hours per week**

**Term Time Only + 1 week**

**To start November 2021 or sooner**

**Are you ready to make the school run like clockwork?**

As an Administration Assistant at our school, you'll help make your school run like clockwork!

You'll be in charge of a variety of administrative duties, ranging from meeting and diary management and providing support to the Office Manager, Head Teacher, HR administration, Trust and maintaining attendance records.

You'll be involved in running the reception and responsibility for accurate files. With your efficient, professional approach and ability to set up processes and systems, you'll keep the cogs of the school turning.

The role encompasses all aspects of office administration and requires a close working relationship with the Office Manager that is built upon absolute trust. Often the first point of contact for a diverse community of pupils, parents, staff, governors and visitors, the successful post holder will be an outstanding ambassador for both the school and the wider Trust, demonstrating exceptional people skills, a commitment to providing a high level of customer service and showing absolute professionalism at all times. Proactive and highly efficient, you will be called upon to use ingenuity to resolve challenging situations and the ability to remain calm under pressure is vital.

Kingsbury Academy, part of the Thrive Education Partnership, is an educational SEN provision in Coventry. The school currently has approx. 90 young people between the ages of 4 and 11, in the primary provision.

Pupils will be supported in small class sizes, by well qualified and experienced staff who are able to offer an extensive range of academic, practical, vocational, sport and leisure activities, to support both a young person's educational achievements and social and communication skills.

For children with complex, challenging needs, the level of care and education must go above and beyond. That's what drives us, here at Kingsbury Academy. In short, we are enhancing life opportunities of our young people.

#### Rewards

We know you're going to do great things as part of our brilliant team.

In return for your hard work, you'll enjoy a competitive salary and contributory pension scheme.

Kingsbury Academy is committed to safeguarding and promoting the welfare of its young people. This post is subject to an enhanced DBS check. We are an equal opportunities employer welcoming applications from all sections of the community.

**Application forms and details can be obtained at [www.thrive.ac](http://www.thrive.ac)**

Completed forms should be sent by email to [recruitment@kingsbury.thrive.ac](mailto:recruitment@kingsbury.thrive.ac)

For an informal chat about the role please contact Andrea Davis on 02476 594 952

Closing date for applications Thursday 14<sup>th</sup> October 2021.

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