**Administrative Assistant**

**GRADE 3 (£16,123-£18,070 FTE)**

**37 hours per week, term time only, plus two weeks (Actual Salary £14,286 - £16,011)**

**Based at Finham Park School**

Finham Park School is the Lead School in the recently established Finham Park Multi Academy Trust. Primary and secondary schools in Finham Park MAT will set out to pioneer, innovate and deliver a “World Class” education for all.

Finham Park School was judged as ‘Outstanding’ in all areas by Ofsted in 2015, for the second time. It is a Specialist College in Mathematics & Computing, a National Support School, and Leading Edge School. It is highly over-subscribed with a growing Sixth Form of over 300 students. We have recently been accredited to the World Class Schools Organisation – endorsing that Finham Park is a place where all our students develop a love of “learning for life”.

An exciting opportunity has arisen for a motivated and flexible candidate to support the school in continuing to achieve high standards of education. You will have excellent communication and organisational skills and will provide effective administrative support to all areas of the school. Your key areas of work will include reception cover, financial duties and to provide support with the Reprographics work. The successful candidate will organise and manage an efficient and effective administration role, ensuring a ‘customer’ focus is paramount.

**Closing date: Tuesday 13th February at 9.00am**

**Interview date: TBC**

Completed application forms should be returned to [apply@finhampark.co.uk](mailto:apply@finhampark.co.uk) or by post to:

HR Manager

Finham Park Multi Academy Trust

Torrington Avenue

Coventry

CV4 9WT

***Finham Park School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.***