



Kingsbury Road, Coventry CV6 1PJ

**Administration Assistant**

**Salary range pro rata - £25,119-£26,421 Actual Salary - £23,163-£24,363**

**36.5 hours per week**

**Term Time Only + 2 weeks**

We are seeking to recruit an enthusiastic and motivated Administration Assistant to join our school.

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. 100 young people between the ages of 4 and 11, in the primary provision.

**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 Tanya Williams on 02476 594 952

Closing date for applications 15<sup>th</sup> April 2024.

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