

## Administrative Assistant- Central Role

<b>Job Title</b>	Administrative Assistant
<b>Band/Job Group</b>	Band C, SCP 5-8 (£23,500-£24,702 fte)
<b>Hours/Weeks</b>	20 hours per week, flexible over 5 days, Monday to Friday term time only plus 5 training days
<b>Location</b>	Blended, with base at Victoria Park Academy, occasional travel to other schools and home working.
<b>Responsible to</b>	CEO

As our Trust grows and expands, we are looking to recruit a centrally based administrative assistant. The successful applicant will provide effective support for CEO and Trust executives, having proven organisational, planning and administrative skills. This role requires the post holder to work independently with a positive, 'can do' attitude.

The role will be a hybrid one, with flexibility as appropriate to work between our office base at Victoria Park Academy, Smethwick, some occasional travel to other schools and some home working.

The part-time role, is for a flexible 20 hours per week, flexible five days (Monday to Friday)

As a member of our successful values-led Trust, that invests heavily in its colleagues, we offer you:

- Access to high quality professional learning and development to grow and develop in your role
- Opportunities to work and support across a strong team
- A dedicated and welcoming team who are all committed to be the best they can be, and support our schools and children to be the best they can be too
- A focus on wellbeing, with access to a range of employee benefits

In return, we ask that you are:

- Committed to our trust values and vision
- A successful and passionate individual
- Well organised and dedicated to become the best you can be
- Compassionate caring and kind.

If you feel that you would like to be a part of our team, then we would love to hear from you.

You can find out more about what we do via our schools' website [victoriaacademiestrust.org](http://victoriaacademiestrust.org) Where you can also download an application form, through our X (formerly Twitter) feed @Devonshire Inf @DevonshireJun or to find out about our trust via X (Twitter) @VicAcademies or [www.victoriaacademiestrust.org](http://www.victoriaacademiestrust.org)

For a further discussion, please contact us by email at [enquiry@victrust.org](mailto:enquiry@victrust.org)

*Victoria Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All post-holders will be required to have an Enhanced Disclosure from the Disclosure and Barring Service (DBS). This post is covered by part 7 of the Immigration Act (2016) and therefore the ability to speak fluent spoken English is an essential requirement of this role.*

Closing Date at 9.00am Friday 5<sup>th</sup> July 2024

Interviews: Week commencing 15<sup>th</sup> July 2024