



Job Vacancy at Cornerstone Academy Trust

School Administrator

Based in Exeter

We are wishing to recruit a new administrator to start as soon as possible to join our large and talented administration team who provide excellent administrative support to the families and staff at each of our schools.

We are seeking to employ an extremely personable and outgoing communicator to handle enquiries via the telephone and face to face. The role will be varied and rewarding as you will be supporting the Trust's 2,600 pupils and their parents. You will have access to a comprehensive suite of administrative tools and supporting software packages including Microsoft 365. You must have a great work ethic and a "get the job done" attitude.

The role is varied and will sometimes require you to manage incoming phone calls, respond to parents in person at the main reception desk along with supporting the back-office functions to ensure that our many services run smoothly. We are responsible for seven Nurseries, an in-house dining service in each school, our own bus service, a wrap-around care service, a range of extra-curricular activities and many school trips and residential activities for children. This requires the efficient use of our management information system, our communications systems, and the maintenance of many different databases to support these different services.

You will benefit from a generous pension scheme, a health scheme, a cycle to work scheme and subsidised meals in our staff café with food cooked and served by our own chefs. Successful candidates will be provided with state-of-the-art IT equipment to help them fulfil their duties and we support all staff with an investment in their professional development through training and a good performance management process, where a bonus is payable to those who achieve highly. Our employees also have access to subsidised childcare costs in one of our breakfast clubs, after school clubs and school holiday club.

This role is permanent and will be based at one of our schools in Exeter. The hours are 8:30am to 5:00pm, Monday to Friday with a 30-minute lunch break. The role is for 40 weeks a year (38 weeks term time, 1 week non pupil days and an additional week for working during the school holidays in preparation for the new school year). The full time equivalent salary will commence in the region of £23,500 per annum.

We look forward to receiving your application and hopefully meeting you as part of the recruitment process.

This post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020). This means that certain convictions and cautions are considered 'protected' and do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website:

www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974

An enhanced Disclosure and Barring Service check is required for all our posts. We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. Please note online searches may be done as part of pre-recruitment checks.

Closing date: 30th November 2024

Interview dates: Interviews may happen as we receive suitable applications

A job description and an application form can be obtained at
www.tcat.education/vacancies

Please email completed documents to vacancy@tcat.education