



## **Administration Assistant**

**Required December 2021**

### **TEACH IN KENT / GREENACRE ACADEMY**

**NJC Grade D2 points 4 – 11 £7,702 - £8.847  
for 18 hours, 38 weeks (term time only)  
(pro rata £18,993 - £21,748 for a full time post)**

Teach In Kent is a large teacher training partnership with over 80 schools working together to create the next generation of outstanding teachers. Teach in Kent is based at Greenacre Academy in Walderslade. The Teach in Kent management team support each other to ensure our cohort of trainees develop their teaching skills to achieve Qualified Teacher Status.

Amongst the many benefits of working within the Trust you will receive;

- Skills for Life Trust values
- Free Private Healthcare Cover
- Personal development and promotion opportunities across the Trust
- Trust wide focus on staff wellbeing
- A supportive environment

We are seeking a dedicated individual who has prior knowledge of working within an administration based environment. This person should have excellent ICT skills and previous experience in MS Office packages (Excel, Word, PowerPoint).

The successful candidate will be expected to work alongside the existing team in providing administrative support to external organisations and trainees. You should also be confident in ensuring you deliver excellent verbal and written communication skills for dealing with enquiries from potential trainees, teachers and school leaders.

**The Skills for Life Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to an enhanced disclosure from the Disclosure and Barring Service (DBS Check) and the receipt of two satisfactory references.**

**Closing Date: 30 November 2021**