



Learning for Life

Stronger together

Senior Trust Administrator

1-year Fixed Term Contract

We have an opportunity for you to join our trust as a central team administrator. The trust is entering an exciting period of growth and we are looking to grow our capacity as we welcome new schools. We are looking for an effective administrator who will thrive in a fast-paced, collaborative environment. This is a 1-year fixed term contract. The start date for this role is June 2024 or as soon as possible thereafter.

You will complement the professional work of our trust central team by taking responsibility for administrative tasks including tasks relating to SEND, data management and supporting other aspects of their roles. We require someone with excellent administrative, data management and IT skills, who can communicate effectively with a wide range of stakeholders. Please see the job description and person specification for more information.

In return, we can offer you a position in a great team of professionals who are dedicated to working to improve children's opportunities. We are an inclusive and supportive community who will provide excellent opportunities to develop professionally. At the Learning for Life Education Trust we are clear in our approach to professional wellbeing.

The Learning for Life Education Trust is a multi-academy trust based in North Northamptonshire. Please see our website for further information.

Hours of Work: 30 hours a week, working pattern to be agreed. 39 weeks per year.

Salary: Grade F Point 6 - 7, £23,893 - £24,294 (pro rata, per annum)

To Apply: All applications must be on a Trust application form which can be found on our website and should be submitted along with a covering letter by email to Laura Civil, HR Officer, at hr@iflt.org.uk. CV's will not be accepted for safeguarding reasons.

The deadline for applications is midday on Thursday 9th May 2024

We are committed to safeguarding and protecting the welfare of children and expect all staff to share in this commitment. This post is subject to safer recruitment practices and all necessary checks will be made prior to employment confirmation.

We are committed to encouraging equality, diversity and inclusion among our workforce, and eliminating unlawful discrimination.