CREATE PARTNERSHIP TRUST SEEKS A HIGHLY MOTIVATED ADMINISTRATIVE ASSISTANT TO JOIN OUR EXISTING ADMINISTRATION TEAM

We are looking for someone with excellent inter-personal skills, the ability to provide a welcoming and professional first point of contact, with a flexible approach to providing a high-quality service. The successful candidate will have the ability to work in a busy and varied environment whilst remaining calm, friendly and respectful towards pupils, staff, parents/carers and visitors. They will be efficient, reliable, highly competent in using ICT packages and have the ability to work on their own initiative. Prior experience of working in office administration is essential. Experience of working in a school setting and a good knowledge of school systems is desirable.

You will be responsible for the day-to-day running of the school office through the provision of reception and administration duties. You will work hard to; ensure high levels of attendance, improve pupil attendance across the school and act quickly where there is unauthorised absence.

Create Partnership Trust was formed in September 2016 by Greet Primary School and Conway Primary School which had been federated for several years. They were joined in January 2017 by Hodge Hill Primary School as a sponsored school and in November 2018 by Brookfields Primary School. Greet Teaching School is the fifth partner in the MAT. All are supported by CREATE CENTRAL, a growing team of specialists building the MAT’s infrastructure.

The vision for Create Partnership Trust encompasses the growth of an inspirational family of schools, built on a peer support and challenge model, so that barriers to optimum achievement are removed and where effective practice is systematically shared.

Create Partnership Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check is required for all successful applicants.

For more information visit: www.createpartnershiptrust.org.uk or contact Collette O’Connell, Human Resources Manager on 0121 303 1595, c.oconnell@createpartnershiptrust.org.uk. Applications using the Create application form (no CVs please) should be returned by 9.00am, Friday 3rd May 2019 to HR@createpartnershiptrust.org.uk. Interviews will be held on Friday 10th May 2019.