



Administration Assistant

Based at Fossebrook Primary School, Holmfield Avenue West, Leicester LE3 3FF

Grade 6 - £16588 - £17824 (will be pro-rata for part time)

Working 3 days per week 42 weeks per year, with the view of becoming full time in the future.

This post will require travel within office hours to our partner schools and training venues

We are looking to appoint a highly organised and proactive administrative assistant to become part of our dynamic and successful team to support our Speech and Language provision.

The post holder will work within a successful and efficient administration team who support 3 organisations; Discovery Schools Academy Trust, Affinity TSA and EPIC Speech and Language Service. The successful candidate will be energetic, solution focused with excellent interpersonal skills and track record of delivering projects successfully and on time.

Discovery School's Trust was formed in July 2012 as a partnership between Kibworth CE and Parkland Primary schools. It has now grown to include 14 primary schools within Leicestershire, Rutland and the City. The Trust expects to expand further in the future. Kibworth is a designated teaching school and is the lead school of the Affinity Teaching School Alliance. One key aspect of a teaching school alliance is to focus its activities on the needs of its schools; there are 57 schools within the partnership. Inspiring Leaders Teacher Training is based in Leicestershire and Nottinghamshire and is accredited by the National College for Teaching and Leadership to deliver primary teacher education.

Useful websites that contain more information about our work: www.affinitytsa.co.uk, <http://discoveryschoolstrust.co.uk/>, <http://www.epicleics.com/>

The position will involve working within a team of administrators to ensure that tasks are completed to deadlines and the needs of stake holders are met. This role will be a diverse and so requires someone with a range of experience or the ability to learn quickly. Strong administration skills and written communications will be essential for the role as there will be a requirement to communicate both internally and externally with a range of stakeholders. A highly personable individual with strong administration skills will have the opportunity to make this role their own and get involved in a range of opportunities to support their own personal development.

This position offers individuals the:

- Chance to develop new skills and knowledge in a different context
- Opportunity to take on more challenging responsibilities
- Potential for career development
- Opportunity to learn or shadow effective individuals
- Opportunity to develop their leadership skills and gain leadership experience

Schools within Discovery Schools Trust have a close family atmosphere and hardworking team dedicated to children's needs. If you can manage, challenge, innovate and change with good humour and confidence this position is for you.

Discovery Schools Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be subject to Disclosure and Baring service (DBS) checks along with other relevant employment checks

Closing date: 22nd March 2017

Interviews: 29th March 2017

For more details, further discussion, please contact the Discovery Schools Trust Office on:

Tel: 0116 318 4066

Email: cwilcox@discoveryschoolstrust.org.uk