**Trust Academy Administrator**

NJC Grade 5: £29,093 - £32,654

Contract: Permanent, 37 hours per week (all year round)

Location: Jubilee House, Southwell, Nottinghamshire

An exciting and unique opportunity has arisen for a self-motivated and enthusiastic individual to join the Diocese of Southwell and Nottingham Multi Academy Trust (SNMAT) as Trust Academy Administrator. Reporting to the CEO the post-holder will undertake a variety of administrative tasks across the core functions of Academy Improvement and Governance as well as general office administration. Being a part of the Trust Support Team, you will be working to support all partner academies within SNMAT. This role provides the opportunity to learn how a Multi Academy Trust operates and the importance we place on supporting the schools within it, enabling them to focus on the education of the children in their care.

The ideal candidate will have a good academic standard of education, relevant experience and will demonstrate excellent organisational and administration skills, including use of IT. Good communication skills, an ability to handle sensitive and confidential information with discretion and the ability to think creatively and flexibly are also essential. Previous experience in a similar role and knowledge of governance and admissions would be desirable but is not essential, as training will be given.

The job description and application form are available via the SNMAT website. <https://www.snmat.org.uk/vacancies/>

If you require any further information or for an informal discussion, please contact Jo Smith, Senior HR Business Partner on 07719329795

**Closing date: 8:30 am 2 June 2025**

**Interview – 6 June 2025**

**SNMAT is committed to safeguarding and promoting the welfare of children and would expect anyone joining the academy to share the same ethos. All candidates are subject to safer recruitment procedures. The post is subject to an enhanced DBS disclosure.**