

Teaching School Hub Administrator

NJC scale points 4 to 6 (Bright Futures grade 3). £18,698.00 - £19,698.00 (FTE)

Actual pay for 5 days per week, 39 weeks per year: £16,212.31 - £16,867.38

Are you ready to apply your administrative skills to a unique opportunity?

The **Teaching School Hub Administrator** will provide outstanding administrative support to our Teaching School Hub leaders. Key responsibilities will involve a variety of administrative tasks as well as supporting with paperwork and record keeping for our Teaching School Hubs programmes across our Hub areas. The post holder will work closely with the leadership team of the Teaching School Hubs and the Commercial Manager for the Teaching School Hubs drawing on resources as and when necessary.

The successful candidate will have experience of providing high quality administration support, coordinating events, and strong organisational and email management skills. They will be self-motivating, and able to communicate effectively with colleagues across the organisation.

We offer a great place to work and an opportunity to join an organisation which really lives its values of community, integrity and passion.

You will find full details of the post and the Development Network, in the comprehensive information pack on our website: <http://bfet.co.uk/vacancies/>.

How to apply for the post is also contained in this pack and the closing date is 12pm on 20th October 2021. Selection will take place on 25th October 2021.

The link to the application form can also be found here: [Teaching School Hub Administrator application form](#)

Bright Futures Educational Trust is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974; pre-employment checks will be carried out and references will be sought for shortlisted candidates. Successful candidates will be subject to an enhanced DBS check and other relevant checks with statutory bodies.