

School Improvement and Teaching School Team Administrator

Grade 7: £19,299 to £20,544 Full Time Equivalent

Fixed Term Temporary for 1 year 0.89 (FTE)



We are looking for an exceptional administrator to coordinate the work of the Learn-AT Teaching School. The successful candidate will be an organised, professional team player; an innovative thinker with an entrepreneurial spirit who is committed to improving the quality of children's education. We can offer a happy working environment, great colleagues and an exciting opportunity to make a difference for children and adults. Learn-AT teaching school was established in 2018 and aims to provide high-quality training and development to new and experienced school staff. Teaching Schools are part of the government's plan to give schools a central role in raising standards by developing a self-improving school-led system and making significant improvements in the quality of teaching, leadership and pupil attainment.

Essential;

- Strong organisational skills
- Excellent interpersonal skills
- Experience of event organisation
- Word processing and ICT skills

You will need to be friendly, approachable and have high professional standards, with a willingness to show initiative in order to improve practices. Flexibility and a good sense of humour are essential to this role as is being a good team player.

For further information and application form please contact Michelle Daniels at Learn Academies Trust

Closing Date 3pm on 14th December 2018

Interview Date 19th December 2018



Blaby Stokes
Primary School



Church
Langton CE
Primary School



Great Bowden
CE Academy



Husbands
Bosworth CE
Primary School



Lubham All
Saints CE
Primary School



Market
Harborough CE
Academy



Meadowdale
Primary School



Red Hill Field
Primary School



Ridgeway
Primary
Academy



St. Andrew's CE
Primary School

Learn Academies Trust