



## **Job Advert - Administrative Assistant**

**Scale 3** (dependent on experience)

39 weeks per year, 36 hours per week (£25,524 Pro Rata)

**For September 2026 the Tapscott Learning Trust is looking to appoint an Office Administrator within their well-established Ranelagh Office Team. We seek to appoint a proactive and friendly member of staff who is confident in using computers and liaising with staff, pupils and parents face to face and on the telephone.**

We are seeking to appoint an office administrator, on a temporary one year contract.

### **We are looking for someone who:**

- Has a sound knowledge of computer databases and spreadsheets such as within Google and Arbor
- Is friendly and personable and can work under pressure
- Can demonstrate excellent literacy and numeracy skills
- Is highly organised and can balance a varied workload, whilst responding to events throughout the day
- Has knowledge of the importance of pupil attendance and relevant procedures
- Has the ability to work with a wide range of staff, pupils, parents and external providers, developing productive and positive relationships with them

### **We can offer:**

- An exciting, inclusive workplace
- A committed, supportive and hardworking team of pupils, parents, staff and governors
- A positive, welcoming, open culture
- Fantastic future opportunities to grow your career
- Support and network opportunities from colleagues within the Trust

See Job Profile

**If you would like to apply for this position please contact us for an application pack and return it to [info@ranelagh.tlt.academy](mailto:info@ranelagh.tlt.academy)**

An application form including a personal statement should be submitted stating why the candidate is suitable for this role. **Candidates will be interviewed and asked to complete an in-tray task for this role as part of the selection process.**

**Deadline: Friday 4th September 2026 at 12pm**

**Interview Date: From Thursday 17th September 2026**

**References, enhanced DBS will be requested**

**The Tapscott Learning Trust is an Equal Opportunity Employer. As a Trust, we are committed to and champion equality and diversity in all aspects of employment with the Tapscott Learning Trust. All employees are expected to understand and promote equality and diversity in the course of their work.**