



The Directors of The Three Saints Academy Trust are looking to appoint a highly motivated administrative assistant with strong organisational skills to join the busy team at **North West Three Maths Hub team** based at **Head Office on the site of Willow Tree Primary School, Leach Lane, St. Helens, Merseyside, WA9 4LZ.**

The person appointed will provide routine general administration support including photocopying training materials, filing, data collection and input into management systems (MHPOD). They will liaise with wider stakeholders, use a range of software to track and upload data and run online social media accounts.

They will source training venues and support at local events (on and off site) as part of a team.

The successful candidate will have excellent communication skills, good ICT skills and experience of using Microsoft Office.

37 hours per week at SCP 7-11 (term time only = term time plus holidays 43.6 weeks per year)

**Actual salary - £ 22,077 – 23,531**

**Full time equivalent salary - £26,403 - £28,142**

The Three Saints Academy Trust is committed to safeguarding and promoting the welfare of children and young people and adheres to the Equality Act 2010. We expect all staff and volunteers to share this commitment. The successful candidate will be required to undertake an enhanced Disclosure and Barring Service check. To comply with the Asylum and Immigration Act 1996 all prospective employees will be required to supply evidence of eligibility to work in the UK.

**Closing date:** Thursday 9th October end of the day

**Interviews:** Between 16<sup>th</sup> and 21<sup>st</sup> October 2025

***This role is grant funded***

***and the initial appointment will be a 1 year fixed term contract.***