

Trust Senior Admin Officer

Apply by: 24th September 2026 (12 noon)
Interviews: 29th September 2026
Salary Scale: Scale 6
Contract Term: Permanent
Job Start: ASAP

Connect Education Trust is seeking an exceptional, proactive and driven Senior Admin Officer to play a pivotal role in our central operations team. Operating across a vibrant, forward-thinking Multi-Academy Trust, you will deliver high-quality administrative, financial, and governance support directly under the direction of the Chief Financial and Operations Officer (CFOO).

In this key role, you will lead on governance clerking for the Trust Board, execute daily financial processing and coordinate central team operations. If you combine exceptional organisational skills with an eye for compliance and a desire to make a tangible difference to educational outcomes, we would love to hear from you.

The successful candidate will join a friendly team based at our central office at Hazelbury Primary School and will have the opportunity to work with each of our schools providing school support services. Travel to all our schools will be required.

We are the Connect Education Trust, a partnership of successful schools in North London. We firmly believe that we are better together and the collective experience of our people and our individual communities allows us to achieve far more than we ever could alone. Connect schools offer exceptional education to our pupils. A place where pupils and our people enjoy coming to school and where their full potential is realised.

The well-being of our staff is of paramount importance and we promote a healthy work-life balance. We provide staff with wellbeing days, and an attendance reward scheme, as well as giving all employees access to a support hub. Connect provides opportunities to ensure that we value hard work and dedication to create remarkable futures for all pupils.

With easy access into central London, our school is ideal for candidates wanting to live in either inner or outer London. In line with recent legislation, applicants must have a command of spoken English that is sufficient to effectively carry out duties of the role.

Please visit our website to learn more about our Trust or to download the application pack: www.connectededucationtrust.org. For any further information regarding the post please contact Estelle Tierney, Chief Financial and Operations Officer via email contactus@connectededucationtrust.org, you can apply via [MyNewTerm](#)

All Connect Education Trust is committed to safeguarding, therefore all employees working within the Trust must have the ability to work in a way that promotes the safety and wellbeing of our children and young people. All candidates are required to complete the school's 'Keeping Children Safe in Education' declaration and will be asked to apply for an Enhanced Check from the Disclosure and Barring Service (DBS). For posts in regulated activity, this will include a barred list check. The Trust also requires consent from applicants to carry out online searches of publicly available information, including social media, prior to interview.

We encourage applications from people from all backgrounds and aim to have a workforce that represents the wider society that we serve. We pride ourselves on being an employer of choice. We champion diversity, inclusion and well-being and aim to create a workplace where everyone feels valued and a sense of belonging.