



Careers Administrator

Required: September

Salary: Grade C £24796 - £25583 fte (this salary will be pro rata)

Hours: 9am – 3pm Term Time + 1 Week (all Insets)

Trinity School, part of the Newbury Academy Trust, is seeking to appoint a Careers Assistant to work alongside our Academic Enrichment Coordinator 6th Form/Careers Coordinator. This is a rewarding role supporting students as they move towards life after Trinity School and their future careers.

At Trinity, we have exceptionally high expectations, a strong sense of community and a deep commitment to belonging, inclusion and academic excellence. Working under the direction of the Careers Coordinator, the successful candidate will support with managing events logistics, maintaining student records and coordinating work placements. There will be a requirement to work some additional hours during large careers related events.

We are seeking applications from colleagues who:

- have strong administrative/office skills
- have experience in liaising with a range of stakeholders and maintaining databases
- are confident in communicating and handling correspondence with internal and external stakeholders
- have experience of administration/supporting the coordination of large events such as careers fairs, mock interviews and scheduling external speakers
- familiarity with Gatsby Benchmark (although training will be provided)
- are values driven, reflective, and aligned with Trinity's ethos and culture

In return, we offer:

- A supportive, collaborative team culture
- A strong commitment to professional development at every stage
- Talented colleagues and enthusiastic students
- Financial Support for Career development*
- A fully funded private healthcare package
- Subsidised rates in our on-site gym

(* for some NAT courses)

This post would suit someone who has experience of working within an educational environment, who has strong communication, administrative skills and who is passionate about supporting best outcomes for our students.

If you feel that you are a good fit for this role, we would like to hear from you. Application is by application form and supporting letter to Dr C Wilson, Executive Headteacher, the former to include the names and addresses of two appropriate referees.

Your letter should outline your experience to date and how you would contribute to the Languages team at Trinity. Applications should be sent via email to hr@trinity.newburyacademytrust.org

Further details can be obtained from the HR Team on 01635 510500, by email to hr@trinity.newburyacademytrust.org or visit our website <https://www.trinitynewbury.org/>

Please note: The Trust reserves the right to interview suitable candidates before the closing date.

The school has a commitment to safeguarding and promoting the welfare of children. This role is not exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. All shortlisted candidates will be subject to online checks, they will also be asked to complete a criminal records self-disclosure form and successful candidates will be subject to Disclosure and Barring Service (DBS) checks along with other relevant employment checks.

This role has been identified as public facing in accordance with Part 7 of the Immigration Act, and therefore the ability to fulfil all spoken and written aspects of the role with confidence in English will be required.

Closing date: 24th August 2026

Interviews: Soon thereafter

Newbury Academy Trust
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Trinity School is part of the Newbury Academy Trust

