



Job Title: Central Services Administrator

Location: Trust Central Office

Salary: £29,089 - £29,618.00

Contract Type: Permanent

Hours: 37 hours per week, 52.14 weeks per year

Closing Date: 9am Friday 23rd October 2026

Interview Date: To be confirmed

Are you brilliantly organised, confident juggling competing priorities and motivated by making things run smoothly? The Rainbow Multi Academy Trust is looking for a proactive Central Services Administrator to provide high-quality support across our central team and schools.

Make an impact every day

This is a varied role where no two days are the same. You will keep vital processes moving, connect people across the Trust and provide trusted administrative support to the Senior Management Team. From governance, estates and data protection to meetings, records and supplier coordination, your work will help our central services operate efficiently and effectively.

What you'll be doing

- Providing responsive, professional support to the Central Management Team.
- Coordinating meetings, events and training—from agendas and minutes to follow-up actions.
- Keeping records, registers, policies and statutory review schedules accurate and up to date.
- Supporting estates compliance, contractor visits, quotations, purchase orders and supplier documentation.
- Helping to coordinate governance recruitment, induction, training and feedback logs.
- Supporting GDPR processes, including routine enquiries, Subject Access Requests, data breaches, DPIAs and Freedom of Information requests.
- Building strong relationships with colleagues, schools, families, suppliers and external partners.

What you'll bring

- Significant experience in a school or trust setting.
- Excellent organisation, accuracy and attention to detail.

- The confidence to manage multiple priorities calmly and discreetly.
- Strong written and verbal communication skills, with the ability to build effective relationships at every level.
- Good working knowledge of Microsoft Word and Excel, and the confidence to learn computerised management systems.
- An understanding of data protection requirements, including Subject Access Requests and data breaches.
- GCSE grade 4 or above—or equivalent—in English and Maths.
- A full driving licence and access to transport.

Experience in a similar role, a business administration or governance qualification, and knowledge of school procedures and policies would be advantageous.

Why join us?

You'll join a collaborative central team where your ideas, initiative and attention to detail will be valued. This is an opportunity to build broad experience across trust operations while making a practical difference to the schools, staff and communities we support.

Ready to keep things moving?

If you are self-motivated, flexible, enthusiastic and you take pride in getting the details right, we would love to hear from you.

The Rainbow Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people. The successful applicant will be expected to share this commitment and comply with the Trust's safeguarding, equality, confidentiality, health and safety, and data protection requirements.

How to Apply

For more information about the role, please contact our HR team via email at recruitment@rainbowacademy.org.uk.

For an application pack, please visit [Vacancies | The Rainbow Multi Academy Trust](#)

Completed applications can be returned to us via email at recruitment@rainbowacademy.org.uk.