



**Morris Education Trust
MET-Living**

Membership & Administration Officer (sport and leisure activities)

Based at Impington Sports Centre

20 hours per week

Scale 4 point 18 – 21 £18,070 - £20,138 pa actual approx. £9,760 - £10,885 pa

Morris Education Trust is a multi-academy trust that oversees the work of Impington and Witchford Village Colleges. As well as providing secondary education, both village colleges offer community facilities which include sport and leisure activities. The Trust is in the process of bringing together both college's sports and leisure activities into the newly formed MET Living.

This is an exciting time to be joining MET Living as it grows our work across both locations as well as a fantastic opportunity to join our team and play an important part in supporting a diverse range of administrative tasks. A key element of this role will be to take responsibility for introducing our computerised membership management system (Legend) into Witchford Sports Centre and play a key part in utilising the software system as the business grows.

We are looking for a colleague with a pro-active attitude, a high degree of professionalism and who has outstanding organisation skills. So, if you are looking for a challenging and varied admin role that combines your love of IT and technology with your problem-solving and interest in improving systems and processes then look no further.

We will provide full training on Legend and we can offer you a flexible approach to working hours, an excellent salary with annual increments to the maximum of the scale, free gym membership, access to the Local Government Pension Scheme, cycle-to-work and Childcare Voucher schemes.

The Trust is committed to Equal Opportunities and to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All post holders are subject to employment checks and a satisfactory enhanced Disclosure and Barring Service check. We do not accept applications by CV.

Closing Date 12 noon Wednesday 1 November. Interviews on Monday 6 November

Please go to our website www.impington.cambs.sch.uk for more information and to complete an application form. Completed applications should be returned to Susan Kay HR Manager skay@impington.cambs.sch.uk

Impington Sports Centre, New Road, Impington, Cambridge CB24 9LX