



Administrator (part-time maternity leave cover)

Matrix College delivers relational integrative counselling training to BSc (Hons) level. Our course is validated by Middlesex University, and we are regulated by the Office for Students. We have recently achieved Approved (fee cap) registration.

An exciting opportunity has arisen for an enthusiastic and motivated person to join the team as an administrator to cover maternity leave.

Job specification

This is a part-time role (currently three days a week) covering a wide variety of tasks.

The primary focus of the job is to work collaboratively with the Operational Team (the Principal, the Clinical Lead and the Head of Operations) to ensure smooth and efficient running of the college.

This wide-ranging role will include:

- Managing all student administration
- Managing the course application process
- Managing payroll, staff and general invoices
- Managing student finance administration
- Managing all Middlesex University requirements
- Organising CPD and other extra-curricular events
- Managing data and staff administration
- Assist with HESA and HESES data returns
- Manage the website and Moodle VLE
- Taking minutes for the Operational and Programme Leads team

The position is based mainly at Matrix College in Wymondham, Norfolk in a small office working with two or three others and a well-behaved dog. Flexible and home working may be possible although the post holder must be able to work Tuesdays at the College. Sometimes the administrator may be working on their own.

This role is to cover for maternity leave. The successful applicant must be able to start by the beginning of August to ensure that there will be plenty of time to work with the current post holder to ensure a good handover.

Salary £30k pro rata

There may be a possibility of a permanent role in the admin department as the College grows.

Please email Fiona Paul, Principal fiona@matrix.ac.uk for information on how to apply.

Applications close at 5pm on 4th July 2022

Interviews will be held on Tuesday 19th July 2022 in Wymondham