

# Clee Hill Community Academy

## Administration Assistant – Primary

### Required September 2025 (ideally with some advance induction)



Shropshire  
Gateway  
Educational Trust

- Permanent position 30.5 hours per week term time only plus 2 CPD days.
- Salary within range NJC point 7 – 11 £25,584 - £27,269 pro rata for hours and weeks worked. Actual salary range £17,780.88 - £18,951.95 (job share dependent on hours worked)
- Hours: Monday 9.00am – 4pm and Tuesday to Friday 9.00am – 3.30 pm, with a 30 minute unpaid lunch break
- This role may be available as a job share, please indicate the days/hours preferred in your application.

This is an exciting opportunity for a self-motivated, highly organised person to work in a beautiful rural Shropshire primary school setting. As the first point of call for visitors to the school, we are looking for a welcoming administration assistant who will be responsible for ensuring safeguarding is a high priority whilst maintaining a friendly environment.

This post will require excellent communication, organisational and administration skills and an ability to always maintain confidentiality. There will be opportunities for training, both in an administrative role and as a member of school staff. The post is unique - every day will be different - and flexibility and adaptability are key in a small primary school. The postholder will be expected to provide the main point of contact for parents and visitors, ensuring communication channels are effective whilst supporting the Headteacher with the day-to-day running of the school.

Although it is advantageous that applicants have some school administration experience, applicants with skills in a similar sector will also be considered but must have the drive and enthusiasm to learn new skills and adapt quickly.

For further information and to obtain an application form and full job description, please see the school website [www.chccademy.co.uk](http://www.chccademy.co.uk) or email [ceri.little@chccademy.co.uk](mailto:ceri.little@chccademy.co.uk).

Completed applications should be emailed to [hr@laconchilideschool.co.uk](mailto:hr@laconchilideschool.co.uk) by the closing date of 9am Friday 27<sup>th</sup> June 2025 (we reserve the right to close the application deadline early).

The Shropshire Gateway Educational Trust and all its schools are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Rigorous child protection procedures are in place. Appointments are subject to an Enhanced DBS check, where applicable a prohibition from teaching check and other appropriate pre-employment checks. Applicants should read our safeguarding policy (available on our website) prior to application.

This post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020). This means that certain convictions and cautions are considered 'protected' and do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website: <https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offendersact-1974>.

