

Administration Assistant

ROLE INFORMATION PACK

Department	Business Administration
Place of Work	Severndale Academy (all sites)
Application deadline	Monday 28 th September 2026
Potential interview date	TBA
Enquiries to	Recruitment.severndale@lct.education
Applications to	Recruitment.severndale@lct.education



Introduction and welcome

Thank you for your interest in the Administration assistant role at the Learning Community Trust, based at Severndale Academy.

This is an exciting time to join our local, community-focused trust. This role is a vital part of our journey to develop, improve and support our special educational needs services across the trust. As a key position, this role will support young people and employees alike by providing administrative support and undertaking organisational processes within the academy.

It is vital that the potential candidate has a can-do attitude and is committed to their own personal development in an ever-changing landscape of digital innovation and technology.

I am confident that the successful candidate will find tremendous support within the Learning Community Trust, where collaboration, innovation and continuous improvement are fundamental principles – ensuring that we offer the best service and experience to our young people in Telford and Shropshire.

Best wishes

Lucy Lee
Executive Principal

About the trust

The Learning Community Trust is a multi-academy trust which spans education for children and young people from the age of 2 years old through to 16 years old, and up to 25 years old in our specialist settings. We have an excellent reputation both regionally and nationally and are proud to place our young people, staff and families at the heart of everything we do. We want our young people to thrive, enjoy school, and understand the importance of respect for others.

The Learning Community Trust exists because we have a commitment and passion for providing great academies for our communities. We acknowledge and celebrate the distinctness and individuality of each academy's community; we celebrate equality, diversity, inclusivity and individuality because we believe that we have far more in common than that which divides us.

The trust academies span across the education sector, with primaries, secondaries, and specialist academies. This means we are responsible for thousands of young people and staff across our campuses; we take that responsibility very seriously. Each academy is individual and has its own distinctive ethos. However, we all share the same Learning Community Trust value, to support all our young people to ensure that – regardless of their background or starting point – they can achieve exceptional educational outcomes.

Our absolute focus is to provide the highest quality of education and pastoral care in our academies, developing compassionate, caring, humble and inspirational young people who can thrive within an ever-changing global community.

Staff members across our trust benefit from a broad spectrum of training opportunities, including nationally recognised development programs, all tailored to support the specific needs of our academies and their personnel. Whether you are beginning your journey in education or are an experienced leader, we are here to ensure you reach your fullest potential.



Our Mission

Delivering an inclusive, compelling and transformative education that empowers young people, both in the classroom and beyond, preparing them for the rapidly changing world ahead.

Our Vision

Developing compassionate, resilient and inspirational young people who can thrive within an ever-changing global community.

Our Values

A trust with heart

Successful young people

Never leave a child behind

Learning for all

Thriving community

Respect for all

Together we are stronger

Coping with the challenges of life

About Severndale Academy

Severndale Academy is a large special school which is part of the Learning Community Trust, a multi-academy trust working across Shropshire and Telford.

Our provision is split across three sites, including our main Monkmoor site, our satellite provision working within the Mary Webb mainstream secondary school and also our 16-25 provision based at Shrewsbury College called Futures. Please take some time to look through the various parts of the website for more information.

Our children and young people are aged 2.5 to 25 and have a range of learning difficulties. These include moderate, severe, complex and profound learning difficulties, those with autism, complex medical conditions and physical and mobility difficulties. A number of our young people present behavioural difficulties arising from their condition; many have communication difficulties.

Our curriculum after the Foundation Stage (EYFS to Year 2) is arranged into Pathways 1, 2 and 3 to enable us to further tailor the curriculum to the strengths and needs of our learners. Please see our Curriculum page for further information.

Our vision is to ensure that the needs of all of our young people are 'truly met' and that we ensure learners leave Severndale being as independent as they can be and are also ready to access 'life beyond the school'. We focus on developing quality interactions, relationships and supporting positive communication, as well as providing high-quality learning experiences in a dynamic, creative, enjoyable and safe environment.



In essence... enabling communication, independence, and enjoyment for life.



Administrative Assistant

ROLE PROFILE

Overview

As Administration Assistant with a focus on finance, you will have responsibility of the day-to-day processes and be the first point of contact for many finance and whole school queries.

The Administrative Assistant will be responsible for:

Finance elements:

Purchase invoicing

- Purchasing ordering – sourcing items of best value, placing orders and tracking their delivery.
- Ad hoc queries - suppliers, orders, costs, deliveries.
- Researching best value suppliers.
- Supporting set up of new suppliers.

Income and expenditure

- Banking - Futures Cafe takings, Donations, Enterprise takings etc.
- Processing of petty cash claims and other reimbursements.
- Assist managing dinner debts, where necessary.
- Assist managing other income on ParentPay.

General

- Adhering to the Internal Financial Procedures.
- Responsible for whole school daily snack and milk supplies for learners
- Assist with projects when required.
- Willing to undertaking training and CPD.
- On a rota basis deal with complex reception/visitor/telephone matters.
- Liaison with parents and carers if required.

- In the absence of the responsibility holder, co-ordinate extended schools and pupil premium.

Administration

- Support with the co-ordination of training across the whole academy.
- Manage manual and computerised record/information systems.
- Provide clerical support – photocopying, filing, e-mailing, post sorting and distribution.
- Undertake word-processing and complex IT based tasks.
- Provide personal, administrative and organisational support to other staff.
- Complete and submit forms, returns etc., including those to outside agencies
- Take notes at meetings, where necessary.

Resources

- Operative relevant equipment e.g. photocopier, binding machine, laminating machine, computer, telephone switchboard
- To operate relevant ICT packages e.g (word, excel, publisher, databases, spreadsheets, internet)
- Provide advice and guidance to staff, learners and others
- Undertake research and obtain information to inform decisions
- Assist with marketing and promotion of the school

Whole School Responsibilities

- Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the Academy
- Establish constructive relationships and communicate with other agencies/professionals
- Attend and participate in regular meetings
- Participate in training and other learning activities and performance development as required
- Recognise own strengths and areas of expertise and use these to advise and support others

Reporting

- Line Manager: Strategic Business Manager and ultimately the Principal.

Conditions of Service

To provide for the education and welfare of learners in accordance with the requirements of the Conditions of Employment for school support staff. Having due regard to the schools' aims and objectives and to adhere to the policies and procedures adopted by the Governors of the academy.

Person specification

Qualifications

- 5 GCSE's grades 9-4 (A*- C) including Maths and English
- Level 2 qualification in an appropriate subject
- Willingness and ability to obtain and / or enhance qualifications and training for development in the post

Work Experience

- Experience of working in an administrative role with finance responsibilities.

Desired Vocational Training and Experience

- Experience of working in a special school / academy environment
- Experience of SEN administration
- Experience of supplying accurate information for internal and external audiences
- Experience using Bromcom
- Experience of MIS / Data management
- Experience of H&S

Job Related Personal Skills

- Excellent verbal and written communication skills
- Excellent listening skills
- Excellent interpersonal skills
- Ability to respect and maintain confidentiality
- Good working knowledge of standard computer packages e.g word and excel
- Integrity and sound professional judgement
- Ability work on own and as part of a team
- Ability to work under pressure
- Have excellent organisational skills
- Efficiently follow administrative procedures and processes
- Flexible approach
- Positive under pressure
- Leans and adapts to new approaches
- Good communication with learners, staff and parents
- Ability to deal in a professional manner with all internal and external contacts
- Numeracy Skills (desirable)
- Excellent time management (desirable)

Special Working Conditions

- Satisfactory Enhanced DBS check
- Ability to bring to the role, initiative, enthusiasm and commitment
- No Smoking Policy

Other Requirements

- Commitment to equality, diversity and inclusion
- Willingness to participate and integrate into wider school life
- Commitment to continued professional development

Important

The Learning Community Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All offers of employment are subject to an Enhanced DBS check, children's barred list check and, where applicable, a prohibition from teaching check. An online social media check will be undertaken for all shortlisted candidates prior to interview. This post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013, 2020 and 2023). Guidance on disclosing convictions can be found on the Ministry of Justice website Ministry of Justice – GOV.UK Under the Immigration Act 2016, candidates for customer-facing roles must meet the necessary standard of spoken English. It is an offence to apply if barred from engaging in regulated activity relevant to children. Any offer of employment is subject to medical fitness, satisfactory references, right to work in the UK, satisfactory online checks and an Enhanced DBS check. Applicants must have current right to work visa status; this role does not support visa applications. CVs will not be accepted.

We are committed to Equality, Diversity and Inclusion and follow the Safer Recruitment practices as set out in the Statutory Guidance - Keeping Children Safe in Education (KCSiE).

For more information regarding our schools commitment to Safeguarding, please see our website for our school policies - [Policies and Public Documents | Severndale Academy](#)

Role details

Department	Business Administration
Place of work	Severndale Academy
Reporting to	Strategic Business Manager
Tenure	Permanent for Term Time plus 2 weeks. 8.00 – 16.00 Monday to Thursday , 8.00 – 15.30 Friday
Salary	Scale 4 SP7-11 - £23,962