



# REDHILL SCHOOL

## **Administrative Assistant + First Aid Permanent Term Time Only - 37 hours per week (39 weeks)**

**Grade 4 SCP 5-6**

**Actual Salary £21399.28 to £21738.53 (- 5 years service) pay award pending**

**Actual Salary £21883.26 to £22230.18 (+ 5 years service) pay award pending**

Redhill School is a thriving secondary school situated in Stourbridge, West Midlands. Redhill is a great place to work. We are a school which combines exceptional care and wellbeing with consistently strong examination results. The development of the whole child is very important to us. We are very proud of all our students.

Redhill offers staff a wonderful caring and supportive environment to work in. Ensuring our staff are looked after is very important to us. We are committed to the positive wellbeing of our staff whilst offering an exceptional Professional Development programme.

We encourage you to come and visit us to feel the warmth and friendliness in our great school.

We are seeking to appoint an Administrative Assistant, to provide medical and first aid support to pupils and administrative tasks as identified within the job description. To work under the guidance of the Admin Team Leader. For more information. Please visit our website.

### **Redhill Offers:**

- Outstanding leadership and teaching
- An opportunity to experience excellence
- A culture of engagement, challenge and support
- Exceptional pupils and staff

### **The person Redhill is looking for will:**

- Have a 'Commitment to Excellence' in their work
- Be a team player
- Be adaptive in their work

**Please see the full candidate pack for details on visiting the school and how to apply.  
<https://www.redhill.dudley.sch.uk/career-opportunities>**

**Closing Date: Monday 2 June 2025, 9am**

**Interview Dates to be advised**

**Please note only successful candidates will be contacted.**

**All candidates are subject to safer recruitment procedures.**

Stour Vale Academy Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. We will carry out pre-appointment checks including DBS and will disqualify any applicant where we consider the outcomes to be unsatisfactory. This post is exempt from the Rehabilitation of Offenders Act (ROA) 1974.

We are equally committed to ensuring that no applicant will be disadvantaged or discriminated against because of their protected characteristics under the Equality Act 2010.