



**Redhill School**  
Junction Road  
Stourbridge  
West Midlands  
DY8 1JX  
01384 816355  
[www.redhill.dudley.sch.uk](http://www.redhill.dudley.sch.uk)

**Grade 5 Administrative Assistant—Part Time  
with SEND focus  
Permanent Term Time Only –27.5 hours per week  
(39 weeks)  
Grade 5 SCP 7-11**

**Actual Salary :**

**£ 16,939.75 To £18,055.46(- 5 years service)**

**£ 17,322.87 To £18,463.81 (+ 5 years service)**

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 also 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 well being of our staff whilst offering an exceptional CPD 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, focusing on providing support to the school SENCo and SEND team, to provide medical and first aid support 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
- Opportunities for continued professional development

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

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

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.

**Please see the full candidate pack for details on visiting the school and how to apply.**

<https://www.redhill.dudley.sch.uk/policies>

**Closing Date: Monday 29 September 2025, 9am**