



Administrator (with marketing and communications responsibilities for the Trust) based at Beckbury CE Primary School

Required: As soon as possible

Salary: Grade 6 SCP 8-11 (£13.90 - £14.59)

Contract type/term: Permanent

Working hours: 35 hours per week (Monday – Friday: 8.30am – 4.00pm)

Term-time plus 2 weeks.

We are looking for an Administrator who has...

- ✓ Strong organisational skills with the ability to manage multiple priorities and deadlines.
- ✓ Previous experience in an administrative role (ideally within an education, office, or customer-focused environment).
- ✓ Excellent communication skills—both written and verbal—with a warm and professional manner.
- ✓ Confidence using IT systems, including Microsoft Office (Word, Excel, Outlook) and willingness to learn school-specific software.
- ✓ Experience (or strong interest) in marketing, communications, or social media management.
- ✓ Creativity in producing engaging content such as newsletters, website updates, and social media posts.
- ✓ Attention to detail and accuracy in handling records, data, and correspondence.
- ✓ A proactive, flexible, and solution-focused approach to work.
- ✓ The ability to work well as part of a team, while also taking initiative and working independently.
- ✓ An understanding of safeguarding and confidentiality within a school environment (training will be provided).

This is a fantastic opportunity to grow your career in both school administration and Trust communications. If you're organised, creative, and excited by variety, we encourage you to apply and join us on this journey.

For further information or a confidential discussion please contact Mrs Rebecca Dyke, Schools' Business Manager
Tel.: 01746 763455 Email: rebecca.dyke@stmarysbc.co.uk

Closing date for applications: Monday 6th October by midday.

Shortlisted applicants will be informed by email.

Interviews: Week beg. 13th October 2025

References will be taken up prior to interview.

Applicants are encouraged to arrange a visit to the school and also to explore the school and Trust's website to inform your decision to apply. Completed Shropshire Church of England Academies Trust application forms should be emailed to Rebecca Dyke, Schools' Business Manager
rebecca.dyke@stmarysbc.co.uk

Beckbury CE Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Appointment to this post is subject to an enhanced Disclosure and Barring check.