



Job Title: Level 2 Administrative Assistant - Maternity Cover
Hours: 37 hours per week
WPY: 45.80 (Term Time plus two weeks)
Salary: Grade 5, SCP 6 - 7 (£13.05 - £13.26 per hour)
Contract Type: Fixed Term until September 2026 or the return of the substantive post holder
Workplace: Church Stretton School
Start Date: 1st September 2025

TrustEd Schools is a Shropshire multi-academy trust looking after a family of local schools, consisting of 5 secondaries and 4 primaries. We are a professional and friendly trust committed to raising pupils' aspirations so that all young people reach their fullest potential and achieve the success they want for themselves.

Church Stretton School is a very successful, oversubscribed, vibrant and happy 11-16 secondary school, where relationships are strong, serving the market town of Church Stretton and the immediate area. Being a smaller rural school, we get to know our students and their families well.

Main outline of the job

We are seeking a motivated and highly organised Administrative Assistant to join our busy school office team on a fixed term basis to cover maternity leave. This role plays a vital part in supporting the smooth and effective running of the school office by handling a variety of administrative tasks and acting as first point of contact for parents, staff, and external agencies.

The role includes financial responsibilities such as invoice and order processing and assisting with budget monitoring. Experience or confidence in basic finance tasks is important. You will be someone who thrives on variety, is confident using school management and finance systems, and works well as part of a team in a fast-paced environment.

The ideal candidate must have strong communications skills, a professional approach, and excellent attention to detail. You will be working in a busy environment that requires flexibility and the ability to prioritise tasks effectively.

Main Duties

- Undertake general financial administration where appropriate
- Undertake reception duties, answering general telephone and face to face enquiries and signing in visitors
- Provide general clerical/administrative support
- Assist with pupil first aid/welfare duties, looking after sick pupils, liaising with parents/staff etc.
- Assist in arrangements for school trips, events etc.
- Sort and distribute mail
- Undertake administrative procedures, registers, school meals etc.

Application process

Full details of the role and application process are available from the school www.churchstretton.shropshire.sch.uk. If you feel you have the qualities to complement our existing team, then we would love to hear from you. **Please note CVs will not be accepted.**

The closing date for all applications is **Monday 7th July 2025 at 9am.**

Interviews will be confirmed. An email will be sent, or telephone call will be made to shortlisted candidates with details of the interview process. If you have not heard from us within a week of the closing date, please assume your application has been unsuccessful.

Completed application forms should be returned by email to admin@csschool.co.uk by the closing date.

The appointment is subject to satisfactory pre-employment clearances including references, medical clearance, and an enhanced DBS Disclosure under the "Rehabilitation of Offenders Act 1974". Further details regarding this check are available by visiting www.dbs.gov.uk. This Trust is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expects all staff and volunteers to share this commitment.

We are an equal opportunities employer and are committed to diversity and gender equality in our hiring practices.

Shortlisted candidates will be required to complete a self-declaration of their criminal record or any information that would make them unsuitable to work with children, so that they have the opportunity to share relevant information and discuss it at interview stage.

An online search will be undertaken as part of due diligence checks during the shortlisting process.