



Dudley Wood
Primary School



Application Pack

Administrative Assistant

An extraordinary education for every pupil



Welcome

Thank you for your interest in joining our team here at Summerhill Primary Academy and Dudley Wood Primary School. We are delighted that you are considering applying for a position with us.

Summerhill Primary Academy has proudly been a part of the highly successful Rivers C of E Academy Trust since November 2020 and Dudley Wood since April 2022.

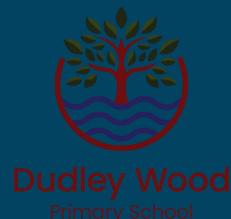
We are proud to be part of a dynamic trust of sixteen primaries, first and nursery schools and a thriving teaching alliance with a strong educational reputation. As a member of our 850+ staff community, you will have access to a collaborative network of colleagues who work together to drive high standards and benefit from a contributing pension scheme, access to continued professional development and opportunities for internal talent management.

Overview



Summerhill Primary Academy is a four-form entry primary school located in Sandwell, which caters for pupils from age 2 to 11 years old. Summerhill has over 799 pupils and 120 staff. Located in Tipton, Sandwell. As a school, we are committed to creating a happy and vibrant school community, where everyone feels valued. Our children are given memorable experiences that excite them about learning for life through encouragement, nurture and by celebrating their individuality. Summerhill Primary School was established in 2005, became an Academy in 2017 and have since joined the Rivers CofE Academy Trust as Summerhill Primary Academy in 2020.

Summerhill's latest Ofsted Judgement was "Good" March 2022



Dudley Wood Primary is a two-form primary school located in Dudley Wood. We have 451 pupils from age 3-11 and 56 staff members. At Dudley Wood Primary School, we embrace a culture that values every individual and strive to make every day count. We focus on nurturing each child's unique interests, talents, and personalities, ensuring they feel happy, safe, and successful. Dudley Wood Primary was established in 1962, and joined The Rivers CofE Academy Trust in April 2022.

Dudley Woods latest Ofsted Judgement was "Good" July 2024.

About Us

The Rivers C of E Academy Trust is a multi-academy school trust, specialists in early years and primary provision, serving over 5250 pupils across three local authorities: Worcestershire, Dudley and Sandwell.

Established in 2014, The Rivers C of E Academy Trust now comprises of a respected teaching alliance, sixteen 'Good' and 'Outstanding' primary, first, and nursery settings and an alternative provision. We are a connected learning community with a shared aim to create '**an extraordinary education for every pupil**'.

We are a community of schools with a 'Christian ethos', welcoming families from all faiths and no faiths, but together we are guided by our shared mission, vision and values.

Our Mission

- Extraordinary Education
- Extraordinary People
- Extraordinary Futures

Our Vision

Through an **extraordinary education**, we empower pupils to be life-long learners and see their limitless potential. Respectful relationships and an unwavering focus on discovering talents and interests enable pupils to flourish and be **extraordinary people**. Together, we spark aspiration and drive achievement, so that pupils contribute positively to society and to their **extraordinary futures** in an ever-changing world.

Our STARS Values



Sharing



Trust



Achievement



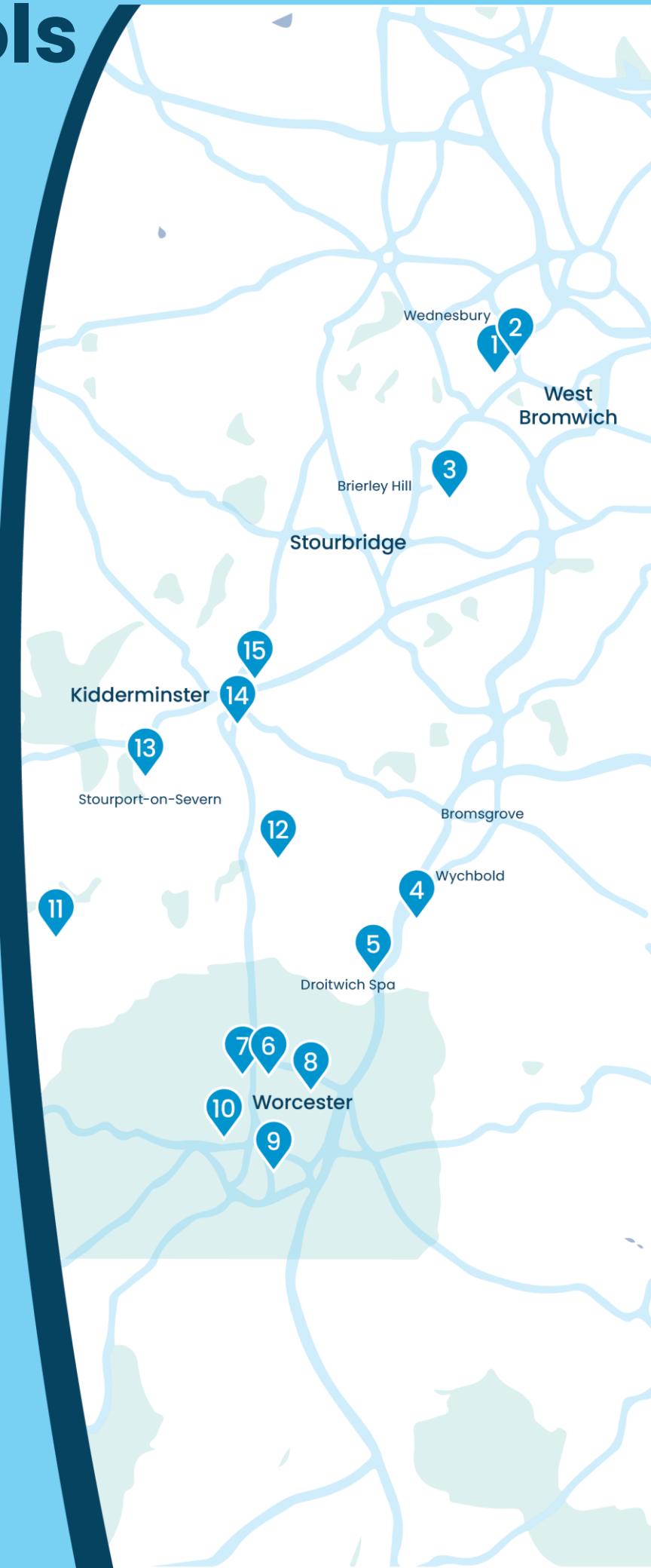
Respect



Safety

Our Schools

- 1 Summerhill Primary Academy Summerhill's Little Treasures
- 2 Jubilee Park Academy
- 3 Dudley Wood Primary School
- 4 Wychbold First and Nursery School
- 5 St Peter's Droitwich CofE Academy
- 6 North Worcester Primary Academy
- 7 Northwick Manor Primary School
- 8 Cranham Primary School
- 9 Cherry Orchard Primary School
- 10 St Clement's CofE Primary School and Pre-School
- 11 Great Witley CE Primary School
- 12 Cutnall Green CofE Primary School
- 13 Burlish Park Primary School
- 14 Heronswood Primary School
- 15 Unity Academy



Staff Benefits

We believe that collaboration and staff wellbeing are at the heart of our success.

Supported by our trust, we offer a range of benefits to enhance our work environment and support the professional and personal growth of our staff, including work-life balance.

Education Mutual

Staff can access a comprehensive range of healthcare services through Education Mutual, including mental health support, 24/7 GP Healthline, physiotherapy, stress management resources, and occupational health services.

Find out more about Healthcare and Wellbeing Services here:
www.educationmutual.co.uk/service/healthcare-and-wellbeing/

Local Government Pension Scheme (LGPS)

The Local Government Pension Scheme (LGPS) is a defined benefit plan, meaning your pension is calculated based on your salary and length of service and adjusted for inflation. This ensures a secure a guaranteed income in retirement, unaffected by investments performance.

Find out more about LGPS here:
www.lgpsmember.org/

Other staff benefits include:

- Competitive salary
- Six INSET days per year
- Protected CPL time
- Continued professional development pathway for every role
- No work communication outside working hours
- Time for You' day
- Family-friendly policies including flexible working, occupational maternity and paternity pay
- Reasonable release time for significant personal events
- Length of service awards
- Resources for retirement and financial planning
- Cycle-to-work scheme
- Free tea, coffee and milk

About the Role

Job Title	Administrative Assistant (Multi-Site)
Salary	Scale 3, point 5-6. FTE:£25,583-£25,989. Actual salary: £21,975-£22,325. (based on 37 hours)
Start Date	ASAP
Contract Type	Term time only plus training days. Fixed Term until 21 st July 2026 (linked to project funding.) Full time or part time positions available. This post is available as <u>either</u> a Full-time position (37 hours) across both school for one applicant <u>or</u> as two separate, part-time positions for two applicants. 1 x part time (22.5 hours a weeks) at Summerhill Primary . 1 x Part time (14.5 hours a week) at Dudley Wood Primary School.
Reporting to:	Headteacher, Office Manager
Location:	Summerhill Primary Academy: Upper Church Lane, Tipton, DY4 9RY, West Midlands Dudley Wood Primary School, Dudley Wood Road, Dudley, DY2 0DB, West Midlands
About	We have an exciting opportunity for an experienced Administrator/s to join us as either a full time multi site Administrator, or a part time administrator at either school. The closing date for applications is 9am Monday 23rd February 2026 . Applications should be made on a Rivers Academy Trust application form, which are available on our website. Completed application forms should be sent to hr-spa@riverscofe.co.uk . Please ensure you outline which position you are applying for (Part time or Full time position.) Interviews for this post will take place W/C Monday 2nd March 2026. Shortlisting will take place by Tuesday 24 th February. If you have not heard back from us by this date, unfortunately you have not been successfully shortlisted. We would be delighted to hear from you and if you share our vision and want to make a real difference to our pupils, school and Trust. If you have any further queries, or would like to visit our schools, please call the Summerhill main office on 0121 557 3282. We look forward to hearing from you.

Job Description

Responsible to: Headteacher/Business Manager/Office manager

Key Purpose:

To be an ambassador for the school when meeting parents and other visitors and to act as a first point of contact when people arrive.

To provide professional administrative, secretarial and financial support for the whole school including assisting the school leadership team (SLT). Contribute to the overall vision and values of the school in ensuring the school is an environment that is meeting the needs of the children.

Principal Contacts

Pupils, parents, visitors, teachers, other school support staff.

Main Activities:

To efficiently undertake administration and reception duties as directed by the office manager which may include the following duties;

Customer Focus

Create professional relationships with children, parents and other professionals in the school. Provide an excellent administrative service to all sections of the school community.

Reception

- Perform Receptionist duties throughout the school day: acting as first point of reference for, receiving callers, children, parents, visitors and telephone enquiries.
- To provide appropriate reception cover as and when required.
- Offer helpful, friendly, approachable and professional service at all times and take appropriate action on own initiative, resolving minor matters, referring more serious matters to appropriate member of staff.

Communication

- Adhere to school procedures and ensure that staff receive messages (telephone, email, face-to-face) promptly and accurately.
- Maintain notice boards, update timetables/rotas, sort and distribute mail.
- Report premises, IT and other issues, ensuring the site manager and SLT are aware of urgent matters.

Administration

- Provide general confidential administrative service for the school's leadership team to include, correspondence, reports, references, mail, diaries, appointments and meetings, maintain general and confidential filing systems, provide hospitality as required.
- Under direction of the office manager, administer school visits/journeys/clubs including word processing of letters, collection of money, checking documentation, coach bookings, banking of money.

- Postal Duties including receiving, opening and distributing incoming mail and dispatching outgoing mail, including any recorded delivery items to be sent or collected from the post office and the distribution of internal mail.
- To maintain filing systems. Paper and electronically
- To support the team to maintain accurate, timely and legible records.

Publications

- Assist with paperless methods of communication by sending out emails and post the newsletter onto the website.
- Photocopy and distribute hard copy publications.

Finance

- Cashless systems – responsible for promoting cashless systems for collecting income and voluntary contributions for activities such as educational visits, clubs. Assigning activities to pupils, monitoring cash collection and chasing overdue payments.
- School Meals – publish and distribute menus, including management of the cashless payment system. Notify school caterers of pre-booked meals and late changes, organise packed lunch provision for educational visits. In partnership with the SLT, promote entitlement and constantly review of entitlement of free meals (pupil premium), re-assessment and send reminders to parents.
- Liaise with parents regarding advance payments and send reminders for arrears according to school policy.
- Processing of Purchase and Sales invoices within the Elementary system.

Data Management

- Maintain high standards when managing confidential information, complying with the school's data protection procedures and legal requirements at all times.
- Support the management of the schools Every system to ensure the school is complaint at all times.
- Prepare census returns, following SLT approval submit returns in accordance with statutory requirements.

Attendance

- In conjunction with SLT work with stakeholders in order to promote good attendance and to achieve attendance targets.
- Follow school attendance procedures.
- Produce attendance and dinner registers as required.
- Monitor registers and on a daily basis, record lates and absences reasons. Enter daily attendance on the MIS database.
- Attend meetings about attendance

Admissions/Pupil Data

- Process pupil admissions in accordance with admissions policy.
- Maintain pupil database, amend/update records on the system, print reports such as attendance & dinner money.

Safeguarding

- Comply with policies and procedures covering child protection, health, safety and security.
- Contribute to safeguarding the welfare of children in the school.
- Maintain the security of property in a way that is consistent with your organisation's procedures and legal requirements, reporting any concerns about safety and security to the appropriate person.
- Maintain the visitors signing in system and ensure all visitors and contractors can be identified by wearing clearly visible badges.

Accountability, Performance and Line Management

- Regularly review own practice, set personal targets and take responsibility for own personal development.
- Take responsibility for your work, encourage and accept feedback from your colleagues and your line manager and respond to or adapt to change as required.
- Take an active part in the Performance Management process with your line manager, sharing your success stories as well as your challenges.
- Keep an up to date professional portfolio (CPD file).
- Continue to learn and develop as a professional, completing induction, attending relevant training to update knowledge and skills, enhancing qualifications.
- Model high professional standards and be a responsible and effective member of staff, attending regular meetings with SLT as appropriate.
- Appreciate, respect and support the role of other professionals.
- Attend full staff and department meetings as required and support departmental events.

Other

- Undertake such other duties as directed and required from time to time.

The School reserves the right to alter the content of this Job Description, after consultation, to reflect changes to the job or services provided, without altering the general character or level of responsibility.

The duties described in this Job Description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the School's Equal Opportunities Policy and Code of Conduct.

Person Specifications

	Essential	Desirable
Qualifications and Experience	<ul style="list-style-type: none"> • Levels of English and Maths equivalent to or exceeding GSCE [A-C] or willing to work towards qualifications. 	<ul style="list-style-type: none"> • Relevant professional qualifications in administration • Previous experience in an educational environment • Experience of administrative work in a previous role • Level 3 Business and Administration qualification.
Skills and Knowledge	<ul style="list-style-type: none"> • Have integrity and ability to work confidentially. • Have effective oral and written communication skills. • Form effective professional relationships including team working. • Ability to liaise effectively with all stakeholders. • Have good organisational and time management skills. • Competent ICT skills. Able to use specialist ICT packages. • Develop their knowledge through the evaluation of their own learning needs; • Be able to work independently. • Remain calm under pressure and be able to adapt to change quickly. • Excellent numeracy and literacy skills. 	<ul style="list-style-type: none"> • Experience using MIS systems (Arbor). • A willingness to undertake regular training relevant to working in a school setting and training to support your specific administrative role.
Other	<ul style="list-style-type: none"> • Promote the Academy's aims positively. • Engage in Continuous Professional Development. • Enthusiastic and versatile team player, committed to the ethos of the school. • Co-operative, reliable, customer responsive approach with a "can do" attitude. • Ability to be resilient in challenging situations 	

How to Apply

Application forms are available to download here: [Home | Summerhill Primary Academy](#)

Please email completed application forms to hr-spa@riverscofe.co.uk by 9am Monday 23rd February. Interviews for the position will take place W/C Monday 2nd March.

We are committed to safeguarding and promoting the well-being of children and expect everyone to share this commitment. The successful applicant will undergo a full enhanced DBS check.

Thank you for your interest in working with us. If you would like to find out more or to arrange a tour of the schools, please get in touch using the contact details.



Get in Touch

Summerhill Primary Academy

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E: office-spa@riverscofe.co.uk

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Dudley Wood Primary

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The Rivers C of E Academy Trust

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