



Application Pack

Resources and Administration
Assistant

An extraordinary education for every pupil



Welcome

Thank you for your interest in joining our team here at Summerhill Primary. 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.

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*



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



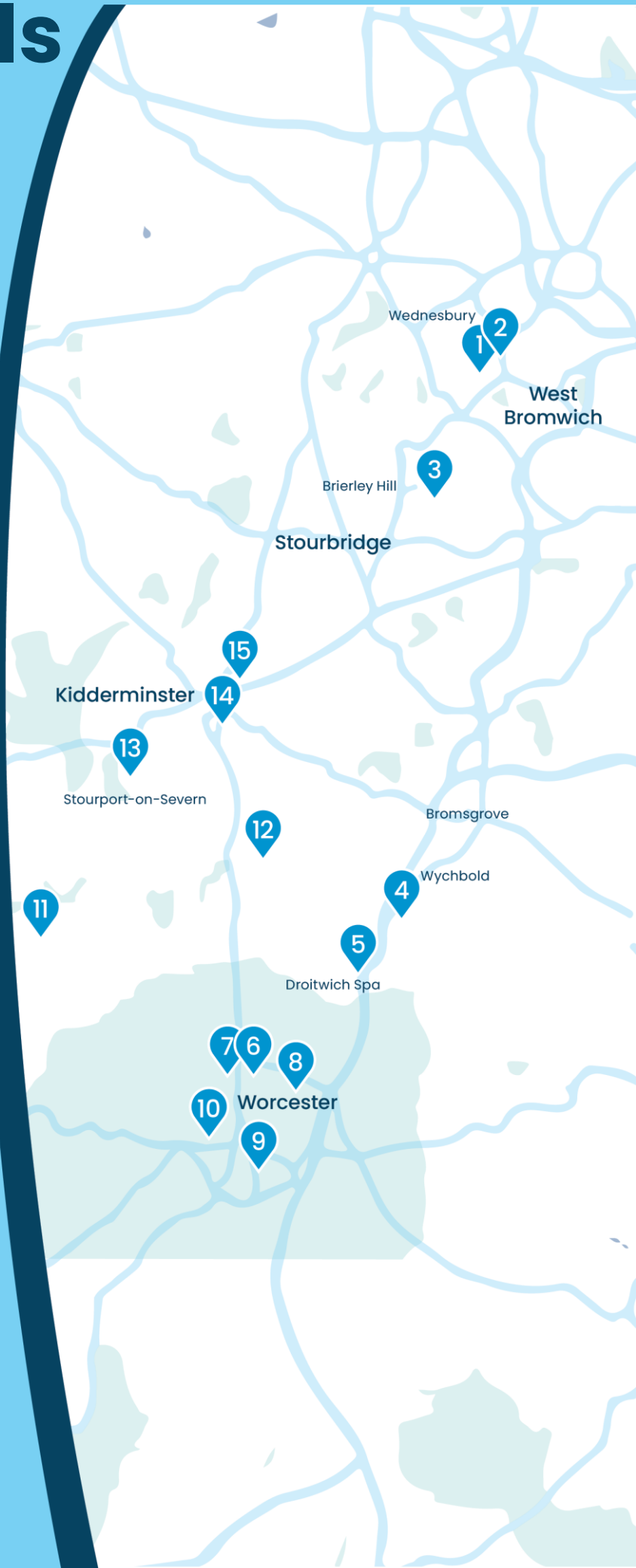
Respect



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 Governments 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	Resource and Administration Assistant
Salary	Scale 2, Point 4. FTE: £26,016 per annum. Actual salary pro rata: £22,349 per annum.
Start Date	01/09/2026 (possible earlier start if candidate available)
Contract Type	Permanent, Full Time. Term time only plus training days. 37 hours per week.
Reporting to:	Headteacher, Hub Business Manager, Assistant Business Manager
Location:	Upper Church Lane, Tipton, DY4 9RY, West Midlands

About

Following the retirement of a long serving Resource Officer, we have an exciting opportunity for a Resources and Administration Assistant at Summerhill Primary School.

The closing date for applications is **9am Monday 29th June 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.

Interviews for this post will take place W/C Monday 29th June 2026.

Shortlisting will take place by Monday 29th June. 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/Assistant Business Manager

Key Purpose:

To lead and coordinate the effective preparation, procurement and management of teaching, learning and operational resources across the school, ensuring staff and pupils have timely access to high-quality materials that support excellent teaching and learning. The role will take responsibility for creating, producing, sourcing, ordering and maintaining resources in a cost-effective and efficient manner, whilst also providing administrative support and cover within the school office to support the smooth day-to-day operation of the school.

Principal Contacts

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

Main Activities:

Resource Preparation and Management

- Prepare, create and produce high-quality teaching and learning resources to support classroom delivery and wider school activities.
- Photocopy, laminate, collate, cut, assemble and organise curriculum materials to agreed timescales.
- Coordinate requests from staff to ensure resources are produced efficiently and prioritised appropriately.
- Maintain stock levels of classroom, curriculum and administrative supplies.
- Develop and maintain effective systems for storing, tracking and distributing resources.
- Ensure teaching and learning materials are available, accessible and presented to a high standard.
- Monitor and maintain resource production equipment including photocopiers and printers and report faults where required.
- Identify opportunities to improve resource processes and reduce waste.
- Support whole-school events and initiatives through preparation of displays, materials and supporting resources.

Procurement and Purchasing

- Coordinate ordering of teaching, learning and administrative resources across the school.
- Process purchase orders and invoices in accordance with school financial procedures and Elementary systems.
- Source goods and services that achieve value for money whilst meeting quality requirements.
- Support bulk purchasing and resource planning to maximise efficiencies.
- Maintain accurate purchasing records and monitor delivery schedules.
- Liaise with suppliers to resolve issues relating to orders, deliveries and invoices.
- Support promotion and administration of cashless payment systems and collection of income where required.

Job Description

Administration and Operational Support

- Provide administrative support to the school office and leadership team.
- Maintain accurate electronic and paper records and filing systems.
- Support school events, meetings and operational activities.
- Manage incoming and outgoing post and deliveries.
- Assist with maintaining school systems and databases.
- Support attendance administration and pupil information systems where required.
- Provide flexible administrative support to ensure effective school operations.

Reception and Customer Service

- Provide professional reception cover when required.
- Act as a first point of contact for visitors, pupils, parents and external agencies.
- Respond to telephone and email enquiries promptly and professionally.
- Ensure safeguarding and visitor procedures are consistently followed.
- Maintain a welcoming, organised and professional reception environment.

Communication

- Build effective working relationships with staff, pupils, parents and external partners.
- Communicate information clearly, accurately and professionally.
- Support internal communications and distribution of school information.
- Maintain confidentiality and comply with GDPR requirements.

Data, Compliance and Safeguarding

- Maintain accurate records and ensure information is handled securely.
- Comply with school safeguarding, health and safety and data protection procedures.
- Support the welfare and safeguarding of pupils at all times.
- Maintain secure visitor management and site access procedures.


General School Support

- Provide general support across the school to ensure the smooth day-to-day running of activities.
- Prepare and set up refreshments for meetings, training sessions and events in good time.
- Deliver milk, fruit and other refreshments to classrooms or designated areas as required.
- Assist with preparing and serving simple food items such as toast when required.
- Support staff with ad hoc tasks to contribute to an efficient and well organised school environment.
- Ensure kitchen and refreshment areas are kept clean, tidy and well-stocked.
- Contribute positively to the wider life of the school.
- Participate in training, professional development and performance management.
- Undertake additional duties appropriate to the grade and nature of the post.

Job Description

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 GCSE [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 resources/administrative work in a previous role Level 2 Food hygiene Previous experience of ordering/procurement
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. Be able to work independently. Remain calm under pressure and be able to adapt to change quickly. Excellent numeracy and literacy skills. Have good attention to presentation/detail. 	<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 29th June 2026. Interviews for the position will take place W/C Monday 29th June 2026.

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.



The Rivers
C.of E. Academy Trust

Get in Touch

Summerhill Primary Academy

T: 0121 557 3282

E: office-spa@riverscofe.co.uk

[Home | Summerhill Primary Academy](#)

The Rivers C of E Academy Trust

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