

Administration Assistant

Smallthorne Academy, part of the City Learning Trust

Level: Apprentice rate dependent on age OR Level 3 SCP 3

Salary: £9043

**Hours: 15 per week 09:30 - 12:30 Monday - Friday
(Term time only)**

Closing date: 22nd September 2026

Interview: TBC

Start date: TBC



**United by our
values, we place
children and young
people at the heart
of all we do.**



Job Description

Administration Assistant

- Are you friendly, approachable and committed to making a positive difference to children, families and staff every day?
- Do you have the ability to listen carefully, identify underlying needs, and respond with patience, professionalism, and understanding?
- Can you stay organised, manage competing priorities, and help create a welcoming and supporting school environment? If so, you may be exactly who we are looking for.

At Smallthorne Primary Academy, we believe every child deserves adults who help them Smile, Strive and Shine. We are looking for a caring, reliable and energetic person to join our team.

Welcome to Smallthorne:

An academy working together to
Smile, Strive, Shine



About the role:

- We are looking for someone to provide a welcoming and professional first point of contact for pupils, parents, visitors and staff, ensuring excellent customer service at all times.
- You will carry out a range of administrative tasks, including managing correspondence, maintaining pupils records and supporting school communications.
- Assist with day-to-day organisation of the school office, ensuring information is handled accurately, confidentially and in line with school policies and procedures.
- Support the wider school community by working collaboratively with colleagues, responding to enquiries,, and helping to ensure the smooth and efficient running of the academy.



We are looking for someone who:

- Is friendly, approachable and professional, with a positive outlook and has excellent interpersonal skills.
- Is calm and organised and able to work effectively in a busy and varied environment.
- Is committed to providing a welcoming and supportive experience for pupils, parents, visitors and staff.
- A confident team player who can use initiative, maintain professionalism and build positive working relationships.
- Works well as part of a team.

What we offer:

- A welcoming, supportive school community.
- A caring and friendly team who look out for one another.
- Ongoing training and development opportunities.

Safeguarding:

Smallthorne Primary Academy and the City Learning Trust are committed to safeguarding and promoting the welfare of children and young people. All appointments are subject to safer recruitment checks, including an enhanced DBS check. All staff are expected to act in line with statutory safeguarding guidance at all times

Dear Colleague

Re: Administrative Assistant

Thank you for your interest in Smallthorne Academy.

Smallthorne Academy has a dedicated and talented team of staff who are committed to ensuring that the young people in its care are supported and nurtured to achieve the very best they can. Staff work closely with all of the Academies in the Trust to improve outcomes and life chances for our young people and enjoy a particularly effective relationship with CLT central staff, who work across all of the Trust's Academies.

If you want to work in a partnership of Academies committed to cooperation and collaboration; unlock talent and fulfil potential, then this post is just right for you. In return, you will be supported and encouraged to develop further and enjoy a long and rewarding career working across the City Learning Trust.

The successful candidate will demonstrate excellent practice to ensure that all of our young people have the richest quality of education we can provide. We would like a candidate who has a passion to develop standards, pedagogy and practice, will be child-centred and able to inspire young people to be the best that they can be.

You will join the Trust at an exciting time. we have a unique bespoke Professional Growth programme and remain committed to bespoke CPD for all staff who work with children. We also have an extensive professional support package available to all CLT employees to ensure you can be the best you can be for the young people every day.

As Chief Executive Officer, I am proud to provide strategic leadership in line with the culture, ethos and values of the Trust and its member Academies. The Trust Board has unwavering expectations to deliver the highest quality educational experiences and outcomes for the children and young people in its care.

If you are interested in having an informal conversation about this opportunity and/or wish to arrange a visit to the Academy please contact the HR Director, who will arrange such (01782 853535). The letter in support of your application should be no more than 2 sides of A4. You may, if you wish, submit a CV with your application but not instead of it. Please send your application to HR@citylearningtrust.org.

Dr Carl Ward

Chief Executive Officer



United by our values, we place children and young people at the heart of all we do.



Smallthorne Primary Academy is a very happy place to be” - OfSTED November 2023.

At I couldn't ask for a better way to introduce you to our wonderful school, where our children are "articulate, courteous and curious", and I am extremely proud to be their Principal. I wish you a very warm welcome and thank you for your interest in joining our Smallthorne family.

From the first time I visited and every day since, I have been greeted by the smiling faces of our wonderful, eager children. Not a day goes by without a child excitedly wanting to share their learning and talk about what they have been doing. They really do encapsulate the Smile, Strive and Shine motto of the school.

The staff at Smallthorne work tirelessly to make sure that each and every child is supported and nurtured to reach their potential and develop their own unique talents. It is delightful to see the relationships and care provided by such a dedicated team.

Every child deserves access to a world-class curriculum that allows them to grow, explore, question and understand. Our aim is to make sure that teaching and learning at Smallthorne allows children to grow spiritually, morally, culturally and intellectually. We want them to see themselves as empathetic, kind young people who have the ambition to see the world around them as a place full of opportunities. We are delighted to be part of the Character and Arts Foundation, and as such our children are able to participate in life-affirming and life-changing opportunities each term.

If you would like to be part of a vibrant, successful and happy school, committed to enhancing the experiences and chances of young people in Stoke-on-Trent, then we would love to hear from you.

Tina Steele
Principal, Smallthorne Academy



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City Learning Trust

City Learning Trust is a family of academies sharing resources and expertise: united by our values, we place children first in everything we do.

We believe in the power of collaboration and cooperation to unlock talent and fulfil potential. We want all children and young people within our Trust to be the best that they can be and are firmly committed to achieving our mission to create a world class education system for the communities we serve.

Children in the City Learning Trust have the best opportunities to develop their education and skills. Our mission is to provide the strongest start in life to enable our community to contribute in their own futures. We don't just want them to be employed, we want them to believe that they can change the world with their choices. There are no limits for any of our children as we inspire them to be lifelong learners and fully rounded citizens so they can adapt in an ever- changing world.

In our Trust, education is linked up from 3 to 19. Skills and qualifications are allied to an increasing understanding of the value of continuous learning and social responsibility as well as tolerance, understanding and compassion.

In recognition of our Professional Growth Package opportunities for children through the Character and Arts Foundation and our leadership programme we were awarded Multi Academy Trust of the year in December 2023.

Our values are important to us and guide the work we do:

Ambition: Our academies aim to unlock the potential for all learners to achieve their dreams, hopes and aspirations.

Cooperation: We value working together in teams, supporting each other, and sharing expertise and accountability to improve standards.

Commitment: Our academies are a family of Academies with a common bond, dedicated to the communities that they serve.

Creativity: We encourage innovation and the use of imagination and original ideas in all our Academies.

Leadership: We believe in listening to, inspiring and empowering our learning communities so that they can achieve their true potential.

Respect: We value all people and organisations abilities, qualities and achievements, and operate using the principles of equality, equity and solidarity.

The Trust is on a journey from Good to Great. Through cooperation and collaboration, we develop sustainable partnerships that will provide a legacy for tomorrow's generation. This enables our member academies to become greater than the sum total of their parts.

The City Learning Trust is a registered charity and a DfE sponsor. We have a range of strategic partners and work closely with a number of multi-academy trusts to raise standards.



Person Specification

Qualifications and Experience

Good standard of general education (GCSEs or equivalent in English and Mathematics) - **essential**

Commitment to safeguarding and promoting the welfare of children and young people - **essential**

Relevant administration qualification (e.g. NVQ Certificate, level 2) - **desirable**

First aid training, or willingness to attend training - **desirable**

Experience in using administrative data bases - **desirable**

Skills and Abilities

Excellent organisational skills, and ability to manage a varied workload and prioritise task effectively - **essential**

Strong communication skills, both verbal and written - **essential**

Ability to maintain accurate records and handle information confidentiality and sensitively - **essential**

Ability to remain calm, professional and adaptable in a busy school environment - **essential**

Ability to work effectively and as part of a team, and use initiative when required - **essential**

Competent IT skills, including Microsoft Office applications and email systems - **desirable**

Experience of producing correspondence, reports and other administrative documentation - **desirable**

Experience of managing school communications, or pupil information systems - **desirable**

Experience

Experience of working in an administrative or office-based role - **essential**

Experience of handling enquiries and acting as a first point of contact - **essential**

Experience of maintaining accurate records and working with confidential information - **essential**

Experience of working within a school or similar public-facing environment - **desirable**

Experience of using administrative systems and processes - **desirable**

Personal Qualities

Friendly, approachable and professional, with excellent interpersonal skills - **essential**

Reliable, organised and committed to delivering high standards of work - **essential**

Positive, flexible and solution-focused, with the ability to response to changing priorities - **essential**

Ability to build positive working relationships with pupils, parents, staff and external partners - **essential**

Committed to contributing to the wider life and values of the academy - **essential**

NOTE: This job description may be amended at any time in consultation with the post holder.

The City Learning Trust and Trentham Academy are committed to safeguarding our young people. All applicants and candidates will be subject to all relevant checks and procedures in accordance with our safeguarding policy.



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