



The Priory School

Longden Road
Shrewsbury
SY3 9EE



**EDUCATION
TRUST**

01743 284000 - pri-hr@pri.318education.co.uk - <https://priory.tpstrust.co.uk/>

Administration Manager

37 Hours per week, Term Time plus 2 weeks

Permanent

Grade 7, SCP 12-17

£23,411 - £25,492 per Annum

Required December 2024

We currently have an exciting opportunity for a highly motivated, efficient and well-organised person who has experience of managing and leading a team. The person appointed will join our experienced team and play a key role in ensuring all administration required to support teaching and learning, key events and educational visits is completed accurately and efficiently. Applicants should have good communication skills, an eye for detail and the ability to build effective working relationships. The ideal candidate will have experience of working in a busy school office environment.

What we can offer you:

The 3-18 Education Trust is a multi-academy trust with students aged from 3-18 and which works collaboratively to provide interesting and exciting opportunities for staff to share ideas, resources and expertise, for the benefit of the students.

In addition to a comprehensive induction and a commitment to your ongoing training and career progression, we also offer a range of employee benefits. To find out more information please visit our [Trust Website](#).

An Applicant Information Pack and Application Form can be found on our current vacancies page; <https://priory.tpstrust.co.uk/contact-us/current-vacancies/> or alternatively, these can be emailed or posted out. Please contact pri-hr@pri.318education.co.uk with any queries or if you would like a pack emailed or posted to you.

Closing date for applications is 10am Wednesday 20th November 2024

Interviews will take place on Monday 25th November 2024

The 3-18 Education Trust is committed to safeguarding and promoting the welfare of children and young people. This post is exempt from the Rehabilitation of Offenders act 1974 and as such shortlisted candidates must complete a declaration including details of any cautions, reprimands or warnings, as well as convictions and non-conviction information. It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children.

Any successful candidates offer of employment will be subject to clearance in respect of medical fitness, satisfactory references, right to work in the UK and an Enhanced Disclosure and Barring Service Check before their appointment is confirmed. Once appointed, the successful applicant may also be required to apply for an Enhanced Disclosure at intervals during the course of their employment.

In line with Keeping Children Safe in Education (KCSiE), online checks will be carried out on the successful applicant.

■ **Compassionate**

■ **Accomplished**

■ **Resilient**



'Every individual is in a great school'

