

APPRENTICE ADMINISTRATOR RECRUITMENT PACK

July 2025



Meet our Headteacher



Charlotte Summers

Headteacher

At The Grange Primary School, we put the children at the centre of all that we do from the moment they start in Nursery the term after they are three until they leave us at the end of Year 6.

As part of the Marches Academy Trust, we believe in 'achievement through caring' and by providing the pupils with a nurturing and vibrant learning environment the children will achieve their potential. We are an inclusive school that aims to meet the needs of all of our pupils.

We are a very happy, friendly school, with lots of activities to make school and learning enjoyable for our pupils. We explore the environment and take part in a range of extracurricular activities to give our pupils the best opportunity to learn and succeed.

We provide a breakfast and after school club to assist parents and carers with childcare. They provide an

opportunity for our pupils to socialise outside of the classroom with their friends. We provide a range of activities including crafts, baking and sports.

We hope you will join us at The Grange Primary School and become part of our inclusive, friendly school community. We value every individual in our school community and strive to empower a love of learning both in our children and our staff. You will be invested in as an individual and your curriculum passions will be supported. We are also committed to wellbeing, having worked hard to reduce unnecessary workload; every task we do must have purpose and impact.

Thank you for your interest in Grange Primary School. If you feel you are the right candidate for the post, I look forward to meeting you soon.

Job description



Post title

Apprentice Administrator



Salary

Starting at £7.55 per hour
(National Apprenticeship scale)



Hours of work

34.5 hours



Post status

Fixed Term

We offer

- An ambitious and exciting curriculum and learning experience for our young people.
- Excellent professional learning and support at every stage in your career, with opportunity for continued personal development through our Talent Pathway Career development opportunities including funded NPQ qualifications.
- An enthusiastic and supportive team of staff, parents and governors with shared values and aims
- A core belief in staff wellbeing and work life balance for all, evidenced in policy and practice.
- Benefits including funded counselling, physiotherapy and GP and other medical support.
- Spacious facilities both inside and out for the children to access to support their learning.
- Laptop for work and personal use.
- The most wonderful pupils to work with!

Purpose

Are you an organised, tenacious individual looking to step into the world of administration?

Do you want to improve the life chances of our Grangers and prepare them for the wider world?

You will play a pivotal role on our journey to continuous improvement and outcomes, as we continue to drive a strong education for the community of Shrewsbury.

Why this role above others?

- A supportive environment with an experienced team where you will be invested and valued.
- A varied and exciting role, building relationships with a range of colleagues across the Multi-Academy Trust
- A varied day with different experiences and challenges.

Any questions in regards to the role, please contact Michelle Charles, at Info@gra.mmat.co.uk

Responsible to:

Senior Administrator and Operations Manager

Outline of role:

- The Apprentice Administrator will provide essential administrative support across the organisation while gaining practical experience and developing key skills in office systems, communication, and customer service as part of a structured training programme.

Main Duties:

- To be responsible for the phones, ensuring customer service, prompt response, accurate taking and passing on messages for staff and pupils.
- To carry out general admin duties to include but not limited to, photocopying, laminating, scanning, printing etc., as directed by Line Manager.
- To warmly meet and greet all external visitors, ensuring that the school safeguarding procedures are followed.
- To use a variety of computerised systems and processes to provide administrative support and actions such as registers.
- To support the Senior Administrator in the day-to-day smooth running of reception.
- To provide support with trip administration, including booking and payments etc.
- To liaise with families and support them with school systems.

es

Standards and quality assurance

- Uphold school and Trust procedures, policies and plans.
- Attend meetings and events to fully support the school and Trust.
- Attend relevant CPD and meetings within the Trust and with outside agencies.
- Comply with and assist with the development of policies and procedures relating to health, safety, security and safeguarding.
- Contribute to the overall ethos, work and aims of the school and Trust



Developing self and leading others:

- Take responsibility for own professional development including maintaining an up to date knowledge of developments and related legislation including engaging fully in performance management of self and other staff (if applicable)
- Contribute to effective staff induction and professional development
- Manage own workload, providing support where necessary and delegating where appropriate to ensure that professional duties are fulfilled, as identified

Community responsibilities:

- Effective dialogue with parents in accordance with school policies.
- Attend and support community events as required.

In addition to the above all Marches Academy Trust staff are required to:






- Adhere to policies and procedures, including Equality and Diversity and Health and Safety.
- Respect confidentiality: all confidential information should be kept in confidence and not released to unauthorised persons.
- Undertake appropriate training and development as required.
- Participate in the Performance Review Cycle.
- Demonstrate excellent Customer Care in dealing with all customers.
- Ensure positive effective working relationships with the school teams, stakeholders and partners.



Objectives and outcomes:

- To be agreed with the successful post-holder once appointed.
- The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Headteacher.
- The post holder may have opportunities to work in other schools within The Marches Academy Trust.

Person specification

	 Essential	 Desirable
 Qualifications and training	<ul style="list-style-type: none"> • Good standard level of education • Business Administration or willing to work towards it 	<ul style="list-style-type: none"> • Evidence of recent professional development
 Experience	<ul style="list-style-type: none"> • Able to demonstrate use of innovative • Excellent interpersonal skills 	<ul style="list-style-type: none"> • General Clerical/administrative work
 Knowledge		

Person specification

	Essential	Desirable
 Skills	<ul style="list-style-type: none"> • Uphold and maintain the vision and values of the school. • Committed to being involved in all aspects of school life, • Good interpersonal skills and be an effective communicator. • The ability to organise and manage work effectively. • Demonstrate good ICT skills including MS Office • Excellent verbal and literacy skills • Able to maintain confidentiality 	
 Personal qualities	<ul style="list-style-type: none"> • Enthusiasm, energy and commitment • Demonstrate good initiative and honesty • Be trustworthy, relatable and enthusiastic • Awareness of the needs of others • Ability to relate well to young people • An expectation of high standards from oneself and others 	

In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with challenging behaviour

Welcome from the CEO



This is a high achieving Trust that is imaginative and creative in its approach to teaching and learning and is keen to look for continued sustained improvement.

Our vision 'Achievement through Caring' is central to all that we do at The Marches Academy Trust. Our schools are, innovative and striving to ensure that young people make the very most of their learning adventure and are equipped with the skills required to prosper in the modern world.

We are immensely proud of the Alliance of Leading Learning who provide a wide range of professional development opportunities across our Trust, nationally and internationally.

Sarah Finch

CEO

The Marches Academy Trust

Our family of schools currently includes:

- The Marches School and Sixth Form in Oswestry
- Sir John Talbot's School and Sixth Form in Whitchurch
- Tilstock CE Primary School and Nursery in Whitchurch
- The Grove School and Sixth Form in Market Drayton
- Lower Heath CE Primary School and Nursery in Lower Heath
- Shrewsbury Academy in Shrewsbury
- Longlands Primary School and Nursery in Market Drayton
- Grange Primary School and Nursery in Shrewsbury
- Oakmeadow CE Primary School and Nursery in Shrewsbury
- Woodlands School in Wem
- Idsall School and Sixth Form in Shifnal

Meet our Chair of Trustees



Alex Fry

Chair of Trustees

Thank you for your interest in this role.

The Trust is looking to appoint an individual to build on our Trust's current strengths and achievements.

As a thriving Trust serving over 6,000 students and their families in Shropshire, this a pivotal role in driving continuous improvement across our schools and will contribute to our vision of 'achievement through caring'.

Collaborative working with other schools in our Trust offers many benefits for students and staff; sharing best practice in teaching and learning, curriculum collaboration, extracurricular opportunities, staff development, finance and human resources, legal services, school improvement structures and governance arrangements.

We hope that the opportunity to shape the work of our schools and their staff to harness their professional expertise, with the goal of securing excellent outcomes, is one you would relish.

The prospect of this role goes beyond the immediate job description. The successful candidate will influence and help shape the strategy of the Trust,

have the opportunity to support our ITT provision, support leadership development and career paths as well as drive efficiencies across our schools.

For the right individual, this is an exceptional opportunity. The right candidate will have no better chance of working with wonderful students, super staff and shaping our Trust into the future.

Who we are



Welcome to the Marches Academy Trust!

We are a multi-academy sponsor based in Shropshire, currently comprising five secondary schools, five primary schools and one special school.

Across our Trust we have a wealth of experience to inspire and motivate children, young people and staff to be the very best they can.

Achievement Through Caring drives our Trust, and our values are shared throughout our family of schools; we work together on embedding them in everything we do.

Our Trust prides itself on delivering high quality education and connecting with our children and young people to inspire and enthuse them to learn, achieve and to be happy.

Welcome to Grange Primary School.

Grange Primary is a small school in north Shrewsbury, Shropshire. We provide excellent educational opportunities for children aged 2-11. Our Granger values are at the heart of everything we do. At Grange we are committed to ensuring we are a place where together all '*dream big and fly high*'.

Check out our website:

<https://www.grangeprimaryshrewsbury.co.uk>

Interested? Here's how to apply:

If you have trouble applying please contact the school

ADD LINK HERE

The closing date for applications are:

Monday 8th September 2025 9am

Interviews will be held:

Friday 12th September 2025

Walk around dates:

- Tuesday 2nd September 3.30pm
- Thursday 4th September 10am

Please email info@gra.mmat.co.uk to book your place.

The Trust is committed to safeguarding and promoting the welfare of the children in our care and expect all staff to share this commitment.

A core belief in
staff wellbeing
and work life
balance evidenced
in policy and
practice

Our Trust Vision Statement and Values



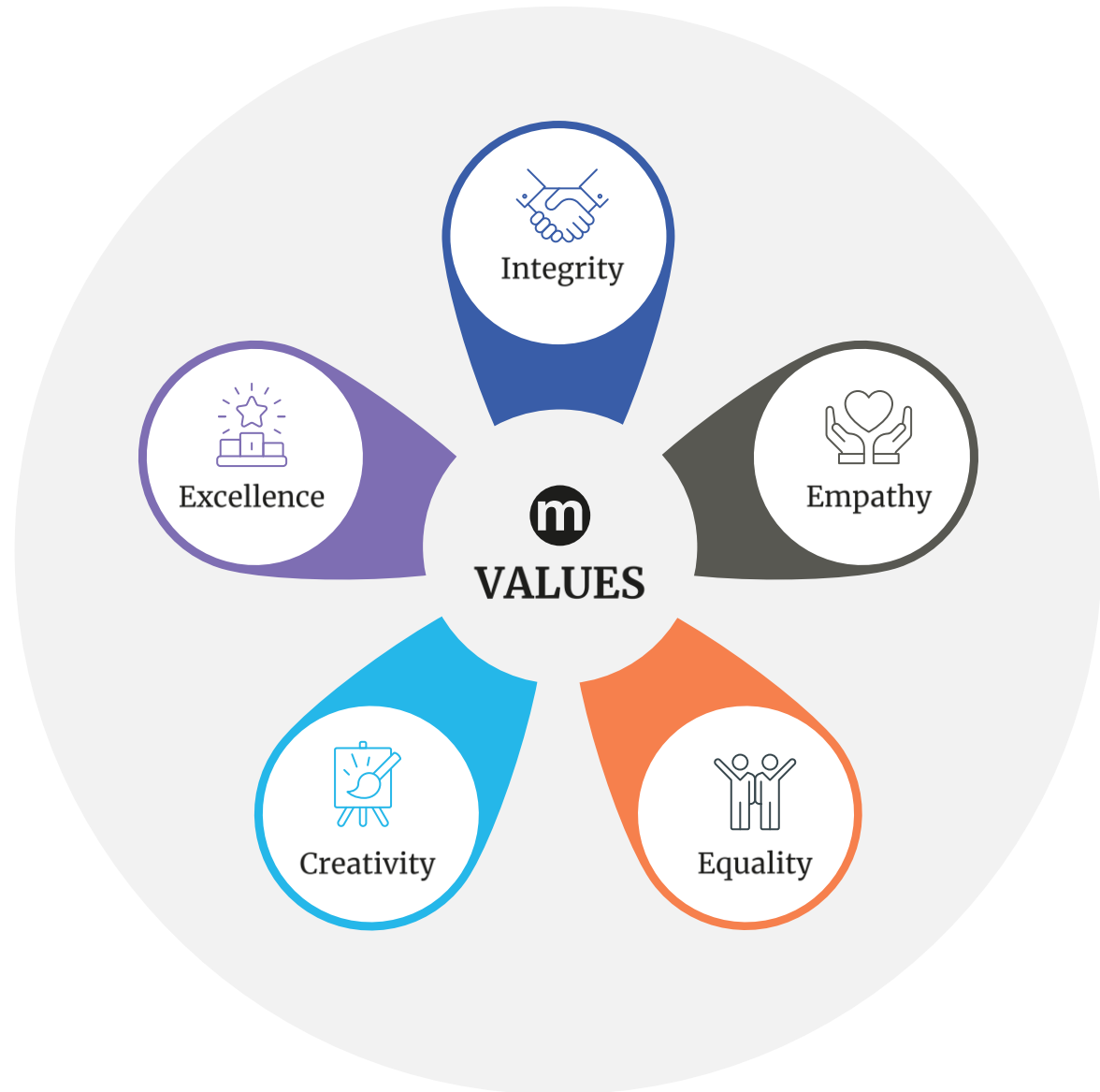
Our Vision

Achievement through caring



Mission Statement

As a Trust, it's our mission to empower everyone in our Trust and our communities to live and breathe our values and Achievement Through Caring, to reach their full potential.



Our investment in you

Talent Spotting our Future Leaders

Our Talent Pathway supports the professional development of staff within the trust. We identify leadership talent and leadership needs for future succession planning – ensuring relevant and practical leadership development opportunities for staff.

Our talent management programme and our Career Development Pathways provide a framework for the discussion of your leadership journey and the professional learning you can access along the way.

Talent Contract

The Talent contract is a promise; a covenant between yourself and the trust that the Trust will do its' very best to support and develop you professionally. The Contract describes a variety of Professional development opportunities and encourages you to identify and pursue your training needs.

We believe successful creative lifelong learners participate in a journey of self discovery. They know how to learn, acquire skills and feel safe to take risks with confidence and courage.



Our investment in you

We really care about employee wellbeing and our commitment is set out in our Wellbeing Policy and Charter. This commitment is underpinned by our four pillars of wellbeing;

Emotional

Some examples include a robust induction programme, Trust newsletter, professional performance reviews (appraisal) and line manager check-in meeting. We have clear policies and procedures relating to all aspects of your employment and we carry out an annual well-being survey to gauge the health of our staff.

Physical

We are blessed that our schools are located in beautiful Shropshire market towns and /or rural locations. We can offer discounted local gyms and onsite facilities in our secondary schools.

Financial

We offer membership to two great pension schemes; Local government pension scheme and Teachers' pension scheme. Our terms and conditions are aligned to Burgundy Book & School Teachers Pay & Conditions Document (teachers) and NJC Green Book (associate staff). We also recognise continuous service for sickness, maternity and annual leave entitlements for those transferring under the Redundancy payments (local government) Modification Order (RPMO).

Social

Encouragement of great working relationships and sense of belonging through team building events, PD days, end of term events and Trust Awards evening.

Generous
non-contact
time for
staff

Wellbeing Offer

We are delighted that our wellbeing offer includes access to a free confidential medical and wellbeing service with School's Advisory Service (SAS) for all staff. Services available include counselling, bereavement counselling, physiotherapy, menopause support and stress awareness sessions. We encourage staff to utilize SAS in seeking out preventative and early intervention by making support easily accessible for all!



We are a school led inclusive partnership representing all phases and school contexts nationally and internationally. Our core team at The Marches Academy Trust have trained over 400 ITT and over 150 School Direct students; we have also led the professional learning of over 5,000 educational leaders and governors.

We deliver the DfE National Professional Qualifications, and we actively encourage our staff to complete an NPQ programme at their earliest opportunity.

We also talent spot, from within our Trust team, colleagues who want to share their expertise and enhance their experiences by becoming an Improvement Consultant.

Supporting schools, departments and individuals across the Trust and also external schools.

Embracing all our work is the unique Professional Learning Conference we host each year which continues to inspire school colleagues nationally.

In joining The Marches Academy Trust you have direct access to an outward facing large group of outstanding schools across the West Midlands and beyond.

Quite simply we want to ensure the right expertise exists to enhance a self-improving system and impact learners, leaders and schools to drive continuous improvement.

You will be part of this success story as a member of our team; and on starting your new post you will also be starting your learning journey - with all the benefits of being part of a large and successful Trust with exemplary partnerships nationally and internationally.



We hold true to delivering current, inspirational training that has real impact back in the workplace. Most importantly our participants confirm in countless testimonials that we invest in their leadership journey.

Cavelle Priestley-Bird, Executive Director of People and Development)

Bits you need to know

The Marches Academy Trust values each person equally. We are committed to building a diverse team and embedding a welcoming, inclusive culture that encourages diversity and authenticity. We believe this will encourage creative ways of thinking – ensuring we collaborate more effectively and achieve better outcomes. We welcome applicants from all qualified candidates who share this commitment.

Everyone within our Academy Trust shares the objective to help keep children and young people safe by contributing to:

Providing a safe environment for children and young people to learn in an education setting and identifying those who are suffering or likely to suffer significant harm, taking appropriate action with the aim of ensuring they are kept safe both at home and within the education setting and we expect all staff to share this commitment. Shortlisted applicants will be asked to declare any criminal convictions and will be subject to online checks. The successful applicant will be subject to an enhanced DBS check.

“This post is exempt from the Rehabilitation of Offenders Act 1974 and as such all applicants who are appointed to this post will be subject to an Enhanced Disclosure from the Criminal Records Bureau before the appointment is confirmed. This check will include details of cautions, reprimands or warnings, as well as convictions and non-conviction information. Once provisionally appointed, the successful applicant may also be required to apply for an Enhanced Disclosure at predetermined intervals during the course of their employment whilst in this post.”



Grange Primary School and Nursery
Bainbridge Green
Shrewsbury
Shropshire
SY1 3QR

T. 01743 462984
E. admin@gra.mmat.co.uk