



Application Pack

Administrative Assistant (Commercial Team)

Start date on completion of employment checks

Closing date for applications:
15 June 2026

Interviews – To be confirmed



Dear Prospective Applicant,

Thank you for your interest in applying for the post of administrative assistant supporting the MLP Commercial Team.

Magna Learning Partnership is a Multi Academy Trust serving Salisbury and the surrounding area. Currently there are seven primary schools, three secondary schools and one sixth form college in the partnership. There are over 4700 young people educated in the Trust and approximately 500 employees.

Our commercial team is responsible for Home to School Transport, school facility hire and other trading opportunities.

Working Pattern and Salary

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|------------------|--|
| Salary Range: | £25,385 - £25,989 FTE (pro rata based on hours worked) Salary will be dependent on qualifications and experience. |
| Working Pattern: | 39 weeks a year (school term time) |
| Contract Type: | Permanent, up to 30 hours per week |
| Core Hours: | 9:30 – 14:30, Monday to Friday, we are open to flexible working requests, but also desire some flexibility from the successful candidate to meet operational needs |
| Location: | This role will require working with the Commercial manager, based at our Trafalgar school site and the Lettings & Activities manager, based primarily at our Sarum Academy school site. Initial training will take place at both sites, then much work can be done remotely, at an MLP site or sometimes from home subject to business need. |


About this role

We are looking for an administrative assistant to work with the Commercial Team. The position will report to the Commercial Manager and will primarily be focused on supporting both the Home to School Transport provision, and supporting a busy lettings operation. The nature of the work will vary to meet the seasonal business peaks for each of these elements of our operations.

This person needs to understand the importance of safeguarding children as they travel to and from school, on school buses.

The person will assist in administrative tasks including:

- Resolving day-to-day parent/customer queries relating to school transport, hire of buses and lettings.
- Chasing failed direct debit payments
- Support bus drivers and lettings staff with administrative tasks (such as completing timesheets)
- Support Commercial manager with administration of vehicle checks and routine vehicle maintenance
- Recording journeys to facilitate invoice generation

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- Support Lettings manager in administering the booking system (checking risk assessments, safeguarding compliance)

In this role, you will need to be able to have strong customer service skills, but also be able to be robust when dealing with complaints and chasing payments. It is essential the role requires the need to show initiative and be flexible, to react to busy day to day ever changing operations.

You will have good IT skills, being able to use spreadsheets, write clear emails and use online tools, such as timesheets, financial systems and booking platforms.

Why work for MLP

We are committed to a staff culture where people feel well-supported, professionally engaged, challenged and valued. We value honest feedback from all our staff as part of a process of constant improvement.

Staff wellbeing is at the heart of our vision and all staff, who we consider our most important resource are supported and encouraged to develop both personally and professionally within a vibrant, empathetic and caring community.

MLP will offer you a continuous package of development and training to support your growth. We offer a comprehensive benefits package and a defined benefits pension under the Local Government Pension Scheme (LGPS).

We also offer additional perks such as:


- LGPS Pension
- Reduced corporate gym membership (Parkwood Leisure)
- Free car parking
- Cycle to work scheme
- 24 Hour employee helpline

Magna Learning Partnership

Magna Learning Partnership is a Trust of eleven academies. They are:

Sarum Academy, The Trafalgar School, Salisbury Sixth Form College and Wyvern St Edmund's Academy.

Amesbury CE Primary School, Amesbury Archer Primary School, Bemerton St John Primary School, Morgan's Vale & Woodfalls Primary School, Old Sarum Primary School, Pembroke Park Primary School and Nursery and The New Forest Primary School.



We are a mixed Trust of Church and community academies based within a ten-mile radius of Salisbury. We are committed to inclusion and to enhancing the life chances of our children and young people.

New staff joining the Trust can be assured of a warm, supportive environment along with robust professional challenges and a strong sense of shared vision and ethos: our aim is that every student fulfils their potential and that, through an excellent education in one of our schools, their life chances are significantly enhanced.

Safer Recruitment Checks

MLP are relentlessly focussed on safeguarding and promoting the welfare of its children and young people and expects all staff and volunteers to share this commitment.

Due to the nature of the position for which you are applying, and to ensure your suitability for this type of work, you will be required to apply for clearance from the Disclosure and Barring Service if you are successful in your application.

This will take place before your appointment is confirmed. The clearance process will disclose details of formal cautions, reprimands and final warnings, as well as convictions. Having a criminal conviction will not automatically exclude you from employment – this will depend on the nature of the position, and the circumstances and background of the offences committed.

Online searches with regards to information that is publicly available online will also be carried out for all shortlisted candidates.

Equality


MLP will not discriminate in any area of employment and confirms its commitment to equality of opportunity in all areas. Applicants will be treated in a fair and equal manner and in accordance with the law regardless of gender, marital status, race, religion, colour, age, disability or sexual orientation.

Due to the nature of the role a full flexible working pattern will not be an option, however we are committed to working with our staff to ensure a good work life balance and can discuss your individual needs to accommodate some flexibility.

How to Apply

Please take time to look at the information about our schools via links on the Magna Learning Partnership website. Should you have any specific queries that are not answered by the information we have provided, or wish to visit us prior to making an application, please contact Matt Webley, Commercial Manager mwebley@magnalearningpartnership.org.uk

Applications should be submitted via MyNewTerm including a supporting statement detailing any relevant experience, skills or other information which you think makes you suitable for this particular role.



Please try to include information that helps us get to know you as well as your professional skills.

Administrative Assistant

Main Duties

- Resolving day-to-day parent/customer queries relating to school transport, hire of buses and lettings.
- Chasing failed direct debit payments
- Support bus drivers and lettings staff with administrative tasks (such as completing timesheets)
- Support Commercial manager with administration of vehicle checks and routine vehicle maintenance
- Recording journeys to facilitate invoice generation
- Support Lettings manager in administering the booking system (checking risk assessments, safeguarding compliance)

In this role, you will need to be able to have strong customer service skills, but also be able to be robust when dealing with complaints and chasing payments. It is essential in this role to show initiative and be flexible, to react to busy day to day ever changing operations.

You will have good IT skills, being able to use spreadsheets, write clear emails and use online tools, such as timesheets, financial systems and booking platforms.

You will be conscientious, efficient, able to prioritise, proactive, open to learning and development and able to form good working relationships.

Person Specification

| | Essential | Desirable | Assessed by |
|--------------------------------|--|---|------------------|
| Qualifications | English and Maths GCSE (at least grade 4 or equivalent) | Office Administration qualification | Application Form |
| Experience | <ul style="list-style-type: none">• Customer service experience• Office administration experience | Experience of working in a school environment | Application Form |
| Skills and personal attributes | <ul style="list-style-type: none">• Conscientious• Efficient• Good communicator | Keen to develop | Interview |