



**LEARNING**  
ACADEMIES TRUST

**ADMINISTRATOR  
RECRUITMENT PACK  
SALISBURY ROAD PRIMARY SCHOOL**

**BELIEVE YOU CAN, TOGETHER WE WILL**

[www.learningat.uk](http://www.learningat.uk) 01752 914160 @ hr@learningat.uk

## About the Learning Academies Trust

The Learning Academies Trust was originally formed by three Plymouth primary schools in November 2016 and has grown from there. In terms of pupil numbers, the Trust is now the largest primary school MAT, or Multi Academy Trust in the city of Plymouth.

The Learning Academies Trust is a family of schools dedicated to delivering outstanding education to all our children, whatever their starting point or background. Our Trust's mission is:

**Together we will...** work with our children, families, and communities to provide exceptional learning opportunities for all our children

All of our schools are committed to the following values:

**Aspiration   Excellence   Collaboration   Inclusivity   Kindness   Respect**



We know that with great leadership, inspirational teaching, caring pastoral support and hard work, every child in every one of our schools can succeed. By joining our Trust, you will become part of an inspiring group of people, committed to shaping a great future for our city's children.

The Learning Academies Trust is comprised of 18 Primary Schools across the city of Plymouth and delivers exceptional education to approximately 5000 children and employs over 900 members of staff. Each school has a unique identity and set of values but are joined together in their aspirations for their communities. For more information about the Trust, our schools and what we do, check out our website [www.learningat.uk](http://www.learningat.uk)

## A message from our Chair of the Trust Board...

Thank you for your interest in joining Learning Academies Trust. Whether you are at the beginning of your career or bringing years of experience, we are delighted that you are considering becoming part of our community.



At Learning Academies Trust, we are committed to providing outstanding education that prioritises our children's needs. Our Trust is proudly made up of 18 primary schools, each united by a shared belief in the power of education to transform lives. Central to our mission is a deep and enduring commitment to improving the life chances of disadvantaged children, and this shapes our strategic decisions and every aspect of our culture. We know that when a child is given the right support, challenge and care, there is no limit to what they can achieve—and every member of staff plays a vital role in making this a reality.

Our values— **Collaboration, inclusivity, kindness, and respect**—are at the heart of who we are. They guide how we work with one another, how we engage with our children, families, and communities, and how we face challenges and opportunities together. These values are grounded in our shared sense of **purpose, ambition, and care**, driving us to strive for excellence while nurturing a culture where every individual is seen, heard, and supported.

As a Trust, we believe in investing in our people. When you join us, you join a team that celebrates professional growth, encourages innovation, and places strong relationships at the centre of its work. We want every colleague to feel valued and empowered to make a meaningful difference.

If you share our ambition and feel inspired by our mission, we look forward to welcoming you. Together, we can continue to create exceptional schools where all children—and all staff—can thrive.

Mrs Debbie Taylor

## A message from our CEO...

This is an exciting time to be considering a career with us at the Learning Academies Trust. As a Primary phase family of local schools, we have high expectations to deliver the very best for our children.



If you are passionate about working with us and the children in our schools, we'd love to hear from you. Information about the role and the school you are applying for are detailed in this pack and for wider Trust wide news and information, please check out our website or Twitter feed [@learningatceo](#).

If you would like any further information or a conversation about the Trust, then there is no better way than to do this in person.

Please contact our Trust HR Team to arrange a time to talk [hr@learningat.uk](mailto:hr@learningat.uk)

Mr Simon Spry

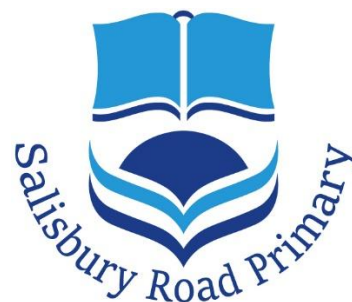
## Salisbury Road Primary School

Headteacher: Mrs Ciara Moran

Location: Salisbury Road, St Judes, Plymouth PL4 8QZ

Approximate number of students: 400

Approximate number of staff: 60



### Message from the Headteacher

Salisbury Road Primary is a friendly, welcoming school with a strong ethos based around our role in the local community. We provide a quality education to all our pupils aiming to provide a strong foundation for their future, equipping them with life skills and a joy for learning. As a school we value collaboration and work in close partnership with our local Trust schools to provide the very best experience for our pupils, staff and parents.

Ciara Moran, Headteacher

### Administrator Job Description

<b>Job Title</b>	Administrator
<b>Job title</b>	Salisbury Road Primary
<b>Location</b>	Office Manager / Headteacher
<b>Responsible to</b>	Temporary (until 31 <sup>st</sup> August 2027)
<b>Terms of contract</b>	Grade C (£25,948 - £26,403)
<b>Salary FTE</b>	Administrator
<b>Hours/weeks</b>	17.5 hours per week, 39 weeks (Monday – Friday 8.30am - 12pm)
<b>Actual annual salary</b>	£10,550 - £10,735
<b>Closing date</b>	7 <sup>th</sup> July 2026
<b>Proposed interview date</b>	10 <sup>th</sup> July 2026
<b>Anticipated start date</b>	1 <sup>st</sup> September 2026

### Key Purpose & Anticipated Outcomes of Post

To provide a front of office service to parents, children, visitors and staff alike and assisting with office duties commensurate within the school environment. Under the direction of the office manager / Headteacher, provide routine clerical/administrative support to the school.

### School Administration:

- To ensure the school office is kept tidy, organised and in good order at all times.
- Reception duties, answering routine telephone and face to face enquiries and signing in visitors
- To ensure the accurate collection and recording of all pupil data in manual and computerised records/management systems e.g. Arbor, School Census, online payment systems
- Routine financial administration such as collection of dinner monies/school trips and clubs.
- Providing information and advice in relation to Free School Meals.
- To administer medicines to pupils
- To ensure the hot meals ordering and payment system is administered successfully.
- To oversee the administration of before and after school on site provisions including regular clubs, breakfast and after school club.
- Communication with parents and other services - letters, emails, messaging service
- General clerical tasks, such as filing and photocopying
- Support the administration of all pupil related tasks including registers, absences, FSM, holiday requests and collate information in preparation for School Census return
- To ensure data protection by following GDPR legislation at all times

### Safeguarding

- To be aware of, and follow, the school's child protection policy ensuring children are safeguarded.

### Conduct

- To act in a professional and confidential manner with all school information
- To work co-operatively with others and to show commitment to the admin and central teams, through attendance at meetings and working towards shared goals, as well as being an active part of the whole school team. To cover when other office staff are absent.
- To promote the image of the school in all contact with the local and wider community

### Other Duties

- You are required to undertake such other duties appropriate to your grade and content of the work as may reasonably be required of you. The above list of duties is not intended to be exhaustive and the Trust reserves the right, in consultation with you, to amend and update your job description to reflect changes to the role.

### Safer Recruitment

- The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment.
- The post holder will be required to undertake a DBS Enhanced Disclosure. Further information about Disclosure & Barring is available from [www.homeoffice.gov.uk/dbs](http://www.homeoffice.gov.uk/dbs)

### Additional Information

- The post holder is required to uphold and promote the school's policy on Data Protection and GDPR, to be mindful of their responsibilities under the act/s in processing personal data and of the implications of unauthorised disclosure.
- As part of the wider duties and responsibilities, the post holder is expected to promote and actively support the Trust's responsibilities towards safeguarding.

This job description will be reviewed annually as part of the performance management review process, or more frequently if necessary. It may be amended at any time after consultation with the headteacher and postholder.

## Person Specification

<b>Job Title</b>	Administrator
<b>Location</b>	Salisbury Road Primary School
<b>Grade</b>	Grade C

Attributes	Essential	Desirable
<b>Education/ Qualifications</b>	Educated to GCSE level or equivalent with a minimum pass in both Maths and English GCSE or equivalent	Safeguarding training Fire Training First Aid Qualification
<b>Experience</b>	Sound working knowledge of  Microsoft Word and Excel Proficient in email  Able to undertake basic financial duties such as income recording  Recent experience of working in a busy office, preferably a school environment.  IT literate and confident in word processing	Understanding of educational systems and services  Experience of Arbor, or other MIS system
<b>Skills/Knowledge/ Aptitude/</b>	A strong understanding of IT and software packages  Excellent communications skills  Ability to use initiative and prioritise work  Ability to write clearly and effectively	
<b>Personal Attributes</b>	Commitment to safeguarding and protecting the welfare of children  Excellent communication skills  High quality interpersonal skills  Ability to prioritise, manage demanding workloads and meet strict deadlines  Ability to work as part of a team	

	<p>A calm and courteous, flexible and professional approach, particularly when under pressure</p> <p>Able to maintain confidentiality</p> <p>To be punctual, reliable and trustworthy</p> <p>Able to demonstrate enthusiasm, be responsive to change and retain a sense of humour</p> <p>Willingness to learn and develop both self and others</p> <p>Smart and professional appearance</p> <p>Willingness to be flexible with working hours to respond to the needs of the school.</p> <p>Able to use own initiative</p>	
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## Working for our Trust

By working within our Trust, you will be part of a team of people who want to make a difference in the lives of the children and communities we serve. Whether you are joining us in a teaching capacity or a support service position, you will become vital in helping to shape the futures of the next generation for our city.

The Learning Academies Trust strives to be an employer of choice in the southwest. We are committed to developing our employees to their full potential and take great pride in the availability of learning and development resources for our staff. From training days to an extensive package of e-learning courses, you will have a wealth of opportunities available to develop your skills and experience.

## Employee benefits



In January 2020, the Learning Academies Trust became the first education employer in Plymouth to achieve the Livewell Southwest Wellbeing at Work Bronze Award. The Trust is committed to supporting the wellbeing of all staff and is proud to work closely with official bodies to ensure we have a holistic approach to staff wellbeing.

As a Learning Academies Trust employee, you will have access to a growing list of benefits to support you both professionally and personally. Our benefit package includes:

- Free counselling services for personal or professional support
- Cycle Scheme
- Employee Newsletter
- Regular recognition awards
- DSE Eyecare scheme
- iHASCO online training courses
- Annual flu vaccination
- Annual health check
- Discounted gym membership

## How to apply

If you believe you can demonstrate the dedication, skills and passion required, we look forward to receiving your application. Please click the link to submit your application form. Please note – we do not accept CVs. Completed applications should be submitted prior to the closing date.

Please note, the closing date is for guidance only. Successful applicants will be invited to interview at the earliest available opportunity. Learning Academies Trust reserves the right to close the vacancy early if a suitable candidate is found.

With 18 schools, we are regularly looking for passionate people to join our teams. If there are no vacancies currently, but you would like to register your interest for future vacancies, please join our talent pool and we will be in touch as soon as we have a suitable position.