



Stour Vale Academy Trust

# REDHILL SCHOOL



**CANDIDATE INFORMATION PACK**

**Grade 5 Administrative Assistant—Part Time**

# ABOUT OUR SCHOOL

## KEY FACTS AND STATISTICS

Type of School	Academy (Member of Stour Vale Academy Trust)
Location	Stourbridge, West Midlands
Age Range	11–16 years
Gender	Co-educational
Headteacher	Mr J Clayton
Number of students	1,214
Number of teaching staff	69.1 (FTE)
Date school established	1976
Budget	£9.5m
Pupil Premium	25%
% of students with SEN in the school	15%
% of students on free school meals	25%

## ACADEMIC ACHIEVEMENTS

<b>GCSE Results 2025</b>	<b>Attainment 8—Whole School 47.54%</b> <b>Progress 8—Whole School 0.22 (2024)</b> <b>Basics Standard (English and Maths 9-4) - Whole School 71.2%</b> <b>Basics Good (English and Maths 9-5) - Whole School 53.1%</b> <b>E Bacc (4+) - Whole School 47.3%</b> <b>E Bacc (5+) - Whole School 33.3%</b> <b>Data used from SISRA Analytics Collaborative Data 2025</b>
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# Message from the Headteacher



Dear Candidate,

Thank you for showing an interest in joining our wonderful school. Redhill School is a fantastic place to work and develop your future career. We are a school which places care and support at the heart of what we do. If you are successful, you will play a significant role in enhancing the exceptional Quality of Education and Pastoral support our school offers the children of Stourbridge.

Over the past 5 years we have increased in size, taking in additional students to meet the demand of the local community. We now have over 1200 students across years 7 -11. We are ambitious and have high aspirations for our school. We aim to provide the best opportunities for all members of our school community. Our campus is well maintained and well resourced. We take great pride in all aspects of our school. Our children and staff deserve the best.

We are a school where children flourish in all aspects of their school life. We place a high importance on wellbeing. Our staff are supported with additional time for family events and appointments.

If this role is of interest to you and you would welcome further information then please contact us and we will answer any questions you have.

I look forward to hearing from you,

Best wishes

Jamie Clayton

Headteacher

## **About our School**

Redhill School continues to provide an excellent all round education for our students. Our 'Commitment to Excellence' shines through in all of our work, with our success being built upon the high quality of our teaching and excellent pastoral support. The comments in the last school OFSTED report, which recognised the impact of the outstanding provision within the curriculum for care, guidance and support, are still true today. Since this inspection the school has not in any sense stood still but has built upon its strengths to demonstrate that it is fully committed to continuous improvement to meet the new challenges.

If you aspire to make an impact on the lives of the students in our care, Redhill offers you a wonderful professional opportunity to work alongside an excellent team of staff. We are fully committed to ensuring that our school is a place of learning where people are happy, healthy and successful.

Redhill serves the town of Stourbridge with the current pupil numbers on roll being 1232. We have recently expanded our PAN to ensure we can meet the demand for places.

Stourbridge is on the edge of the West Midlands conurbation with easy access to Birmingham, the Black Country, North Worcestershire and the motorway network. It is an educationally rich area with successful primary and secondary schools and Sixth Form Colleges.

Redhill School is popular with parents, being oversubscribed each year, and achieves excellent GCSE results. The school's appeal is based in its strengths in core subjects, modern foreign languages and its strong tradition in other areas such as sport, music and drama.

The school has benefited from a number of developments in the last few years, with new build science, language and sports facilities, the latter in partnership with the Football Association, and a complete refresh of ICT equipment. In 2018 we were successful in two CIF bids and the school estate and facilities have been well managed and are of high quality.

Redhill School is a great place to come to work. We have a full induction programme for new staff, who meet together regularly both formally and informally. The culture of challenge and support is shared not only with our pupils but with staff as well. New staff will often be given a peer mentor to support them in their first year.

## **Safeguarding**

Redhill School is committed to safe working practices and safeguarding for children. Applicants will be required to complete pre-employment checks on suitability for working in a school. We also promote equal opportunities for all.

**To view Redhill School's Child Protection Policy please follow this link:**

<https://www.redhill.dudley.sch.uk/policies>

# JOB DESCRIPTION

**Job Title: Administrative Assistant—Part Time**  
**Contract: Permanent, Term Time (39 weeks),**  
**25-30 hours per week, over 5 days (to be agreed)**

**Salary Scale Grade 5, SCP 7-11**

**\*Term Time Full time Salary (37 hours a week, 39 weeks a year)**

**£ 22,791.66 To £24,292.80 per annum(- 5 years service)\***

**£ 23,307.13 To £24,842.22 per annum(+ 5 years service)\***

**\*actual salary will be pro rata dependent on hours agreed.**

The post holder will mainly focus on providing support to the school leadership team, to provide medical and first aid support to pupils and administrative tasks as identified within the job description. To work under the guidance of the Headteachers PA.

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## **Main Responsibilities**

### **Administrative Duties**

- Act as Personal assistant to Senior Leaders including dealing with highly confidential and sensitive issues
- Managing stock processes
- Responsible for head teachers / leadership diaries and email and to take further actions as directed as appropriate
- Marketing the school by showing parents and visitors around
- Manage the organisation of school events, trips and related administration; ensure insurance arrangements made
- Responsible for administering, both placement and receipt under the School's work experience programme, including involvement in year group meetings, one-to-one sessions with individual students and conducting staff visits as appropriate
- Liaise with governor support to provide reports for meetings, ensuring deadlines are met
- Governors' agendas. Collate annual report for parents.
- Completion of statutory returns e.g. forms for DfES, Area Health, etc
- Co-ordinating the content for school publications and liaise with external publishers as necessary
- Maintain Register for annual license reviews and ensure renewal and where appropriate.

### **Financial Duties**

- Year end procedure (academic year)
- Responsible and accountable for petty cash where referral to the Head is only for approval on individual spending items and where the Secretary/Administrator is in overall control
- Responsible for Capitation cheque book
- Preparation of orders and identification of budget code
- Maintain income and expenditure accounts for the School Fund
- Prepare School fund accounts for audit inspection
- Monitor travel claims and process for payment
- Responsible for reconciling bank statements monthly for both capitation and the school fund
- Safe key holder.

### **Personnel Duties**

- Process all documentation required for teaching and non-teaching staff appointments or changes
- Create, maintain and update confidential staff files
- Process all routine aspects of teaching and support staff appointments
- Record staff absences and ensure that education personnel are notified in the appropriate timescales
- Arrange supply / casual cover as required and process claim forms as necessary
- Personnel administration for out of schools clubs including identifying rates of pay and correct contracts
- Responsible for ascertaining cover requirements in school and arranging that cover, in conjunction with the appropriate line manager where appropriate
- Process timesheets for payment of supply cover

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### **Continued...**

- Monitor sickness and holiday and complete / authorise timesheets as appropriate e.g. for Dinner Supervisors and Coach Escorts (special schools)
- Draw up advertisements for vacancies
- Deliver training to others as directed
- Monitor advertising, recruiting and selection process.

### **Staff Supervision**

- Supervise and motivate office staff for whom responsible
- Assist with the assessment and development of their training needs.

### **Data Management**

- Responsible for the management of schools information management systems
- Produce Plasc - responsible for collecting information for and completing PLASC for final approval only by

### **Headteacher**

- Responsible and accountable for producing assessment data for analysis
- Produce statistical information on key stage results.

### **Buildings and Estates Duties**

- Co-ordinate hiring process of school premises in accordance with governors policy.

### **Support for the School**

- Be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection. Reporting all concerns to the appropriate person
- Contribute to the overall ethos/work/aims of the school
- Participate in training, other learning activities and performance development as required
- Attend and participate in meetings as required
- Any other duties commensurate with the duties/responsibilities/grade of the post
- All staff in school will be expected to accept reasonable flexibility in working arrangements and the allocation of duties including duties normally allocated to posts at a lower responsibility level, in pursuance of raising pupil achievement and effective team working.

### **Please note that you must be available to start work at 8am due to the nature of the role.**

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

This job description may be amended at any time following discussion between the head teacher and member of staff, to be reviewed annually.

# PERSON SPECIFICATION

Criteria	Essential
<b>Training and Qualifications</b>	<ul style="list-style-type: none"><li>• GCSE grade C or equivalent in English and Maths.</li></ul>
<b>Practical Skills</b>	<ul style="list-style-type: none"><li>• Effective use of ICT packages</li><li>• Good keyboard skills</li><li>• Ability to maintain high standards of accuracy and have a calm methodical approach to work</li><li>• Ability to prioritise and meet deadlines.</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>• Minimum of 2 years office experience including the development, management and operation of administration systems.</li></ul>
<b>Personal Qualities and Attributes</b>	<ul style="list-style-type: none"><li>• Ability to relate well to children and adults</li><li>• Ability to work constructively as part of a team, understanding school roles and responsibilities and own position in these</li><li>• Good organisational and communication skills</li><li>• Ability to identify own training needs and willingness to participate in training and development opportunities.</li></ul>



**REDHILL SCHOOL**  
**Junction Road**  
**Stourbridge**  
**West Midlands**  
**DY8 1JX**

**01384 986351**

**[www.redhill.dudley.sch.uk](http://www.redhill.dudley.sch.uk)**

**[www.svat.org.uk](http://www.svat.org.uk)**

**For an informal discussion or a tour of the school please contact:  
Either Mrs Joanne Endicott or Miss Helen Sadler  
[info@redhill.dudley.sch.uk](mailto:info@redhill.dudley.sch.uk) or call 01384 986351**

**Please apply via My New Term**

**CLOSING DATE: Friday 3 July 2026 (9am)  
INTERVIEWS: to be confirmed**

**All candidates are subject to safer recruitment procedures.**

**NB. We reserve the right to close vacancies prior to the advertised closing date should a large number of applications be received.**

Stour Vale Academy Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. We will carry out pre-appointment checks including DBS and will disqualify any applicant where we consider the outcomes to be unsatisfactory. This post is exempt from the Rehabilitation of Offenders Act (ROA) 1974.

We are equally committed to ensuring that no applicant will be disadvantaged or discriminated against because of their protected characteristics under the Equality Act 2010.