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|  | <p><b>Belvidere School</b><br/>         Belvidere Lane<br/>         Shrewsbury<br/>         Shropshire<br/>         SY2 5RJ</p> <p>Telephone 01743 235073</p> |  |
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**Job Title: Administrative Assistant Level 2**  
**Salary Grade and SCP: Grade 4 (SCP 5)**  
**Hourly rate: £13.26**  
**Contract Type: 12 months fixed term, Term Time only**  
**Weekly Hours: 20 hours per week, 10am to 2pm, Monday to Friday**  
**Workplace: Belvidere School, Belvidere Lane, Shrewsbury, SY2 5RJ**  
**START DATE: As soon as possible**

TrustEd Schools is a Shropshire multi-academy trust, comprising a family of local schools, including 5 secondary and 4 primary schools. We are a dynamic and forward-thinking trust committed to fostering a positive, supportive, and aspirational environment for our students to thrive.

### **Main outline of the job**

We are seeking to appoint a highly motivated and enthusiastic administrator to provide day to day support to ensure the smooth running of the school reception and administrative functions of the school. You must be well organised and efficient ensuring that students, parents and staff are well supported and their day to day administrative requirements are managed effectively.

The key responsibilities of the role (but not limited to) are:

- is a good team worker who is organised and able to multi-task
- is a good communicator
- can use their initiative and anticipate what needs to be achieved and prioritised
- has good Literacy and IT skills

### **Other Responsibilities**

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Accompany teaching staff and pupils, as appropriate, on visits, trips, and out of school activities, and take responsibility for a group under the supervision of a teacher
- Any other duties that would be reasonably be expected of the post holder

### **Application process**

If you have the drive, commitment, and values to complement our team, we encourage you to apply. Full details of the role and application process are available on the school website at [Belvidere School - Vacancies](#) **Please note CVs will not be accepted.**

- The **closing date for all applications is 9am on Wednesday 5<sup>th</sup> November 2025**. Early applications are encouraged as we may begin interviews before the closing date.
- **Interview date to be confirmed**. An email will be sent, or telephone call will be made to shortlisted candidates with details of the interview process. If you have not heard from us within a week of the closing date, please assume your application has been unsuccessful.
- Completed application forms should be returned by email to [recruitment@belvidereschool.co.uk](mailto:recruitment@belvidereschool.co.uk) by the closing date.
- The appointment is subject to satisfactory pre-employment clearances including references, medical clearance and an enhanced DBS Disclosure under the "Rehabilitation of Offenders Act 1974". Further details regarding this check are available by visiting [www.dbs.gov.uk](http://www.dbs.gov.uk). This Trust is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expects all staff and volunteers to share this commitment. An online search will be undertaken as part of due diligence checks during the shortlisting process.
- We are an equal opportunities employer and are committed to diversity and gender equality in our hiring practices.