



Application Pack

School Office Administration Assistant

An extraordinary education for every pupil



The Rivers
C.of E. Academy Trust

Welcome

Welcome from the Headteacher

Thank you for your interest in joining Unity Academy, Kidderminster. We are a vibrant and inclusive school committed to nurturing the potential of every child and fostering a culture of excellence, respect, and ambition.

At Unity Academy, our staff are at the heart of everything we do. We believe in creating a supportive and collaborative working environment where every team member feels valued and empowered to grow professionally. Whether you're early in your career or bring a wealth of experience, we welcome your passion, creativity, and commitment to making a real difference in the lives of our pupils.

Warm regards,

Gemma Willetts

Headteacher, Unity Academy

Overview

Unity Academy

Unity Academy is a primary alternative provision based in Kidderminster, providing a supportive and nurturing setting for pupils aged 5 to 11. With 40 pupils and a staff team of 26, the school has a strong sense of community and a shared commitment to helping every child feel safe, valued and ready to thrive.

Established in 2023, Unity Academy is part of The Rivers CofE Academy Trust. The school plays an important role within the Trust and is supported by a wider family of schools that are committed to delivering extraordinary education, extraordinary people and extraordinary futures.

Ethos

At Unity Academy, Kidderminster, our ethos is shaped by the STARS values of The Rivers CofE Academy Trust: *Sharing, Trust, Achievement, Respect and Safety*. These guiding principles underpin every aspect of school life and help us to cultivate a nurturing and high-achieving environment where every pupil can flourish.

We are committed to providing an education that develops the whole child—academically, socially, morally, and spiritually. Through high-quality teaching, a broad and balanced curriculum, and strong pastoral care, we aim to inspire a lifelong love of learning and a strong sense of personal responsibility.

By living out our STARS values, we create a culture of kindness, excellence, and aspiration. Pupils are encouraged to serve others, show gratitude, strive for their best, and treat everyone with dignity. This ethos empowers our children to grow into thoughtful, resilient individuals who are well prepared for the challenges and opportunities ahead.

About Us

The Rivers C of E Academy Trust is a multi-academy school trust, specialists in early years and primary provision, serving over 5250 pupils across three local authorities: Worcestershire, Dudley and Sandwell.

Established in 2014, The Rivers C of E Academy Trust now comprises of a respected teaching alliance, sixteen 'Good' and 'Outstanding' primary, first, and nursery settings and an alternative provision. We are a connected learning community with a shared aim to create '**an extraordinary education for every pupil**'.

We are a community of schools with a 'Christian ethos', welcoming families from all faiths and no faiths, but together we are guided by our shared mission, vision and values.

Our Mission

- Extraordinary Education
- Extraordinary People
- Extraordinary Futures

Our Vision

Through an **extraordinary education**, we empower pupils to be life-long learners and see their limitless potential. Respectful relationships and an unwavering focus on discovering talents and interests enable pupils to flourish and be **extraordinary people**. Together, we spark aspiration and drive achievement, so that pupils contribute positively to society and to their **extraordinary futures** in an ever-changing world.

Our STARS Values



Sharing



Trust



Achievement



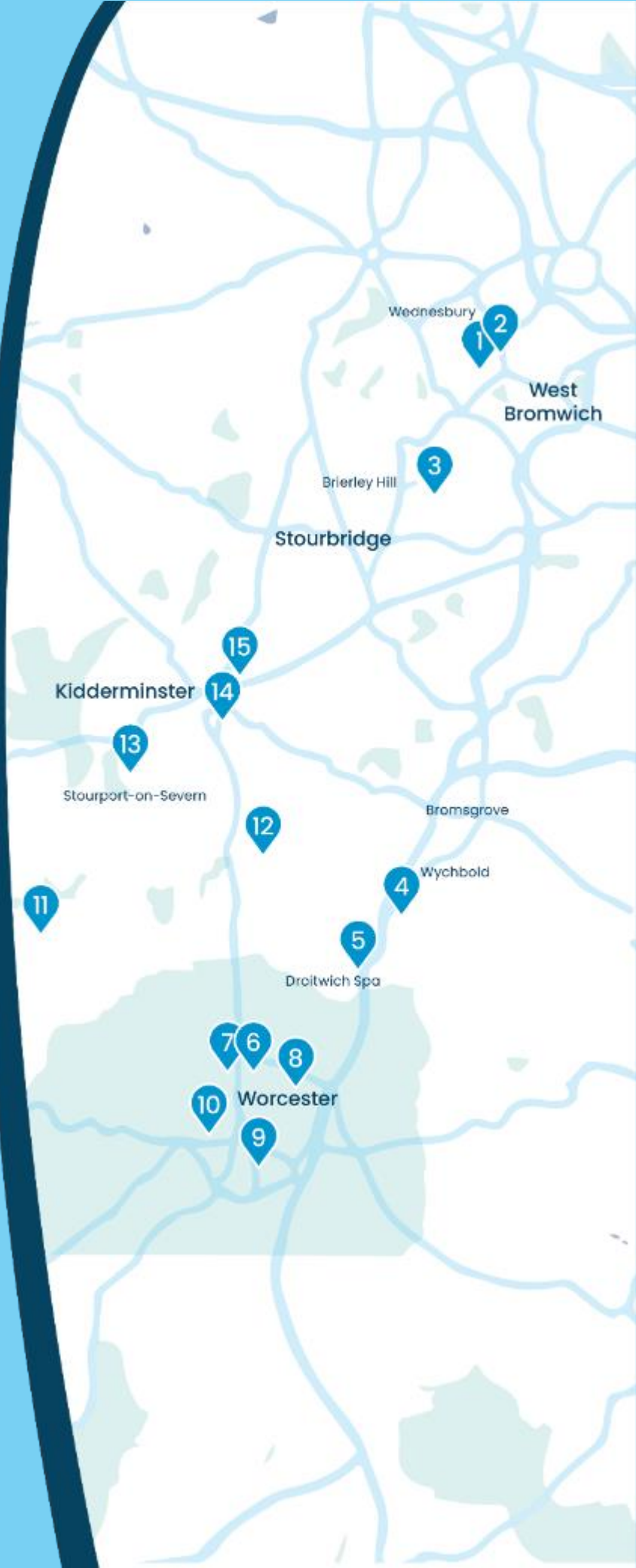
Respect



Safety

Our Schools

- 1 Summerhill Primary Academy Summerhill's Little Treasures
- 2 Jubilee Park Academy
- 3 Dudley Wood Primary School
- 4 Wychbold First and Nursery School
- 5 St Peter's Droitwich CofE Academy
- 6 North Worcester Primary Academy
- 7 Northwick Manor Primary School
- 8 Cranham Primary School
- 9 Cherry Orchard Primary School
- 10 St Clement's CofE Primary School and Pre-School
- 11 Great Witley CE Primary School
- 12 Cutnall Green CofE Primary School
- 13 Burlish Park Primary School
- 14 Heronswood Primary School
- 15 Unity Academy



Staff Benefits

We believe that collaboration and staff wellbeing are at the heart of our success.

Supported by our trust, we offer a range of benefits to enhance our work environment and support the professional and personal growth of our staff, including work-life balance.

Education Mutual

Staff can access a comprehensive range of healthcare services through Education Mutual, including mental health support, 24/7 GP Healthline, physiotherapy, stress management resources, and occupational health services.

Find out more about Healthcare and Wellbeing Services here:

www.educationmutual.co.uk/service/healthcare-and-wellbeing/

Local Government Pension Scheme (LGPS)

The Local Government Pension Scheme (LGPS) is a defined benefit plan, meaning your pension is calculated based on your salary and length of service and adjusted for inflation. This ensures a secure and guaranteed income in retirement, unaffected by investment performance.

Find out more about LGPS here:

www.lgpsmember.org/

Other staff benefits include:

- Competitive salary
- Six INSET days per year
- Protected CPL time
- Continued professional development pathway for every role
- No work communication outside working hours
- Excellent holiday entitlement for support staff: Bank holidays plus 25 days paid holiday (pro rata)
- 5 days extra paid holiday after 5 years' service (pro rata)
- Time for You' day
- Family-friendly policies including flexible working, occupational maternity and paternity pay
- Reasonable release time for significant personal events
- Length of service awards
- Resources for retirement and financial planning
- Cycle-to-work scheme
- Free tea, coffee and milk



About the Role

Job Title: School Office Administration Assistant

Salary: Scale 2 points 3-4 - £11,749.72 - £14,687.15

Contract Type: Permanent

Reporting To: Business Manager

Location: Unity Academy

About: Unity Academy has an exciting opportunity for an enthusiastic, organised and reliable individual to join the school as an Office Administrator. Hours for this position are flexible and for 20-25 hours per week term-time only plus training days as required and agreed in advance. There is a need for the right candidate to be flexible with their weekly working pattern, the agreed hours worked will be between 8.30am and 2.30pm and can be negotiated. This post is being advertised as a permanent position.

The purpose of this role is to provide high-quality administrative support to help with the smooth and effective day-to-day running of the school. Working within our alternative provision primary academy in Kidderminster, the successful candidate will support school staff, pupils, parents and visitors, helping to ensure a welcoming, efficient and well-organised environment.

Job Description

Key Purpose:

To be an ambassador for the school when meeting parents and other visitors and to act as a first point of contact when people arrive.

To provide professional administrative, secretarial and financial support for the whole school including assisting the Business Manager and School Leadership Team (SLT). To contribute to the overall vision and values of the school in ensuring the school is an environment that is meeting the needs of the children.

Main Activities:

Safeguarding

- Comply with policies and procedures covering child protection, health, safety and security.
- Contribute to safeguarding the welfare of children in the school, maintain the school's Single Central Record.
- Maintain the security of property in a way that is consistent with your organisation's procedures and legal requirements, reporting any concerns about safety and security to the appropriate person.
- Maintain the visitors log book and ensure all visitors and contractors can be identified by wearing clearly visible badges.

Customer Focus

- Model excellent professional relationships with children, parents and other professionals in the school.
- Provide an excellent administrative service to all sections of the school community

Reception

- Perform Receptionist duties throughout the school day: acting as first point of reference for, receiving callers, children, parents, visitors and telephone enquiries.
- Offer helpful, friendly, approachable and professional service at all times and take appropriate action on own initiative, resolving minor matters, referring more serious matters to appropriate member of staff.

Communication

- Adhere to school procedures and ensure that staff receive messages (telephone, email, face-to-face) promptly and accurately.
- Maintain notice boards, update timetables/rotas, sort and distribute mail
- Report premises, IT and other issues, ensuring the business manager, caretaker and SLT are aware of urgent matters. When required notify contractors and arrange service visits.

Job Description cont'd


Administration

- Provide general confidential administrative service for the school to include, correspondence, reports, references, mail, diaries, appointments and meetings, maintain general and confidential filing systems, provide hospitality as required.
- Stock control, checking goods, return unwanted items, arrange repair/servicing.
- Raise orders where required ensuring that they are inputted on to the school's financial system.
- Assist with paperless methods of communication by sending out emails and post the newsletter onto the website. Photocopy and distribute hard copy publications.
- Promote the school through communications to local newspapers, broadcasters, MAT newsletter and other sources approved by the SLT.

Finance

- Cashless systems (Arbor) – responsible for promoting cashless systems for collecting income and voluntary contributions for activities such as educational visits. Assigning activities to pupils, monitoring cash collection and chasing overdue payments.
- Liaise with parents regarding advance payments and send reminders for arrears according to school policy.
- School Uniform - be responsible for ordering and maintaining stock levels as necessary.
- School Meals - publish and distribute menus, including Arbor set up for advance bookings. Notify school caterers of pre-booked meals and late changes, organise packed lunch provision for educational visits. Promote entitlement and review of entitlement of free meals (pupil premium) in conjunction with the Local Authority, re-assessment and send reminders to parents.
- Processing of Purchase and Sales invoices within the finance system.

Data Management

- Maintain high standards when managing confidential information, complying with the school's data protection procedures and legal requirements at all times.
 - Maintain the schools compliance system to ensure the school is compliant at all times.
 - Support with pupil and work force census returns.
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Job Description cont'd

Attendance

- Follow school attendance procedures.
- Monitor registers and on a daily basis, call families where children are absent and send absence/lateness letters to parents as appropriate e. Enter daily attendance on the Arbor database.

Admissions/Pupil Data

- Process pupil admissions in accordance with admissions policy.
- Maintain pupil database (Arbor), amend/update records on the system, print reports such as attendance & dinner money.

Accountability, Performance and Line Management

- Regularly review own practice, set personal targets and take responsibility for own personal development.
- Take responsibility for your work, encourage and accept feedback from your colleagues and your line manager and respond to or adapt to change as required.
- Take an active part in the Performance Management process with your line manager, sharing your success stories as well as your challenges.
- Keep an up to date professional portfolio (CPD file).
- Continue to learn and develop as a professional, completing induction, attending relevant training to update knowledge and skills, enhancing qualifications.
- Model high professional standards and be a responsible and effective member of staff, attending regular meetings with SLT as appropriate.
- Appreciate, respect and support the role of other professionals.

Other

- Undertake such other duties as directed and required from time to time.
- The School reserves the right to alter the content of this Job Description, after consultation, to reflect changes to the job or services provided, without altering the general character or level of responsibility.
- The duties described in this Job Description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the School's Equal Opportunities Policy and Code of Conduct.

Person Specifications

Qualifications and Experience:

Essential

- Levels of English and Maths equivalent to or exceeding GCSE (A-C) (or a willingness to achieve these).
- Experience of administrative work in a previous role.

Desirable

- Relevant professional qualification in administration
- Experience of working with children with SEMH need
- Experience in administrative work within a school setting

Skills and Knowledge

Essential

- Excellent oral and written communication skills
- Have integrity and ability to work confidentially
- Form effective professional relationships including team working
- Ability to liaise effectively with all stakeholders
- Have good organisational and time management skills
- Competent ICT skills
- Develop their knowledge through the evaluation of their own learning needs
- Be able to work independently
- Remain calm under pressure and be able to adapt to change quickly
- Excellent numeracy and literacy skills

Desirable

- Able to use specialist ICT packages

Personal Qualities

Essential

- Promote the Academy's aims positively
- Enthusiasm and a positive outlook, Excellent attendance and punctuality, Responsible, honest and reliable, Good personal organization, Calm under pressure, A willingness to work alongside young children with challenging behaviour.
- Ability to work independently, Ability to use own initiative, Excellent understanding of safeguarding issues, Excellent practitioner

Desirable

- Good understanding of the National Curriculum, safeguarding training undertaken, Offsite visit trained.

How to Apply

To apply you must complete an application form, Application forms are available to download here: [Unity Academy - Vacancies](#)

Please email your completed support staff application form to sjgreen@riverscofe.co.uk

The closing date for this role Wednesday 6th May 2026 at 11am. Interviews will be held the week commencing Monday 11th May 2026.

Visits to the school are highly encouraged. Please contact Sarah-Jane Green on 01562 215194 if you would like to arrange a visit.

We are committed to safeguarding and promoting the well-being of children and expect everyone to share this commitment. The successful applicant will undergo a full.

The River C. of E. Academy Trust reserves the right to withdraw the vacancy should a suitable candidate be found at any time during the recruitment process.



The Rivers
C.of E. Academy Trust

Get in Touch

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