



**Job Title: Trust Senior Clerical Assistant**

**Hours: 30 hours per week**

**WPY: 46.94 (term time plus PD days + 2 weeks)**

**Grade and SCP: Grade 4, SCP 5**

**Hourly Rate: £12.85 per hour**

**Contract Type: Permanent**

**Workplace: TrustEd Schools Alliance Offices, Bridgnorth**

**START DATE: 1 September 2025**

The TrustEd Schools Alliance is a Shropshire multi-academy trust looking after a family of local schools, consisting of 5 secondaries and 4 primaries. We are a professional and friendly trust committed to raising pupils' aspirations so that all young people reach their fullest potential and achieve the success they want for themselves.

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

We are seeking a highly organised and reliable individual to provide essential clerical, administrative, and financial support to the Trust. Working under the direction of senior staff, the successful candidate will play a key part in maintaining accurate records, supporting financial processes, and contributing to effective communication both internally and externally. The role requires strong attention to detail, a professional and approachable manner, and a commitment to upholding the Trust's values in all aspects of administration. Full training for this position will be provided.

### **Main Duties and Responsibilities upon appointment**

- Act as a first point of contact for routine enquiries via telephone, email, and in person.
- Provide general clerical and administrative support to ensure smooth day-to-day trust operations.
- Provide routine financial support, including processing credit card transactions, maintaining budget records, and assisting with invoicing and payments.
- Operate standard office equipment and support the organisation, ordering, and storage of supplies.
- Ensure all tasks are carried out in line with data protection, confidentiality, and safeguarding policies.
- Work collaboratively with colleagues and contribute positively to the schools and Trust team.

***Further workplace, duties and responsibilities can be found in the job description.***

### **Application process**

- Full details of the role and application process are available from the Trust's website [www.trusted-schools.com](http://www.trusted-schools.com). If you feel you have the qualities to complement our existing team, then we would love to hear from you. **Please note CVs will not be accepted.**
- The closing date for all applications is **Monday 7<sup>th</sup> July 2025 at midday. Please send completed applications to [scarlett.beach@trusted-schools.com](mailto:scarlett.beach@trusted-schools.com).**
- The interview date is Thursday 10<sup>th</sup> July 2025 in the morning. An email will be sent, or telephone call will be made to shortlist 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.
- We are committed to broadening our staff diversity to better reflect the diversity of the West Midlands.
- We are committed to gender equality and to being a family friendly employer. We therefore always consider requests for flexible working and part-time alternatives to full time posts.
- 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.