



General Administrator (Maternity Cover)

Trentham Academy, part of the City Learning Trust

Level: 4

SCP: 4 - 7

Salary: £11,849 per annum

Hours: 20 hours per week / Term time only

Closing date: 6th July 2026

Interview: TBC

Start date: TBC



City Learning Trust

Inspiring Outstanding Achievement

**United by our
values, we place
children and young
people at the heart
of all we do.**



Job Description

General Administrator

At the heart of Trentham Academy are our core values, which shape every aspect of school life:

- Respect
 - Responsibility
 - Optimism
 - Integrity
- Do you communicate with respect and approach students and families in a calm, supportive way?
 - Can you promote responsibility by offering understanding and guidance?
 - Do you bring optimism, helping every school day feel like a positive opportunity?
 - Do you work with integrity, handling sensitive information professionally and fairly?

Welcome to Trentham:

An academy working together to
Aspire, Endeavour and Achieve



Core purpose:

The School Administrator provides flexible, transactional administrative support across the academy, enabling specialist roles to function effectively. Work flexibly as part of a shared administrative team, with tasks allocated and prioritised by the Senior Administrative Lead in response to operational need.

Key responsibilities:

- Letter production and bulk communications
- Data chasing and document uploads
- Filing, scanning, photocopying and record maintenance
- Maintenance of academy website content (non-policy)
- Social media administration (approved content only)
- Supporting academy communications and visual presentation standards
- Administrative support to attendance, admissions and behaviour teams
- Mechanical processing of daily cover arrangements under direction
- Careers administration
- Vaccination coordination and administration
- Academy photography cycle for students
- Review of EVC uploads
- Assist with events coordination

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Compliance responsibilities:

- Confidential handling of information
- Accurate record-keeping
- Website statutory information maintenance (administrative)
- GDPR and image consent compliance
- Copyright awareness and compliance
- Medical records / administration of medicines

What we offer:

- A welcoming, supportive school community.
- A caring and friendly team who look out for one another.
- Ongoing training and development opportunities.

If this sounds like your cup of tea, we'd love to hear from you!

If you want to know more about us and the work our Trust is doing, keep reading, or visit our website - www.clt.trentham.coop



Safeguarding:

Trentham Academy and the City Learning Trust are committed to safeguarding and promoting the welfare of children and young people. All appointments are subject to safer recruitment checks, including an enhanced DBS check. All staff are expected to act in line with statutory safeguarding guidance at all times



Dear Colleague

Re: General Administrator (Maternity Cover)

Thank you for your interest in Trentham Academy.

Trentham Academy has a dedicated and talented team of staff who are committed to ensuring that the young people in its care are supported and nurtured to achieve the very best they can. Staff work closely with all of the Academies in the Trust to improve outcomes and life chances for our young people and enjoy a particularly effective relationship with CLT central staff, who work across all of the Trust's Academies.

If you want to work in a partnership of Academies committed to cooperation and collaboration; unlock talent and fulfil potential, then this post is just right for you. In return, you will be supported and encouraged to develop further and enjoy a long and rewarding career working across the City Learning Trust.

The successful candidate will demonstrate excellent practice to ensure that all of our young people have the richest quality of education we can provide. We would like a candidate who has a passion to develop standards, pedagogy and practice, will be child-centred and able to inspire young people to be the best that they can be.

You will join the Trust at an exciting time. we have a unique bespoke Professional Growth programme and remain committed to bespoke CPD for all staff who work with children. We also have an extensive professional support package available to all CLT employees to ensure you can be the best you can be for the young people every day.

As Chief Executive Officer, I am proud to provide strategic leadership in line with the culture, ethos and values of the Trust and its member Academies. The Trust Board has unwavering expectations to deliver the highest quality educational experiences and outcomes for the children and young people in its care.

If you are interested in having an informal conversation about this opportunity and/or wish to arrange a visit to the Academy please contact the HR Director, who will arrange such (01782 853535). The letter in support of your application should be no more than 2 sides of A4. You may, if you wish, submit a CV with your application but not instead of it. Please send your application to HR@citylearningtrust.org.

Dr Carl Ward

Chief Executive Officer





It is my pleasure to introduce Trentham Academy. I am immensely proud of this academy and delighted to be its Principal. Trentham Academy has the strength, character and further potential to be a leading centre of education both nationally and globally.

At the heart of Trentham Academy are our core values:

- Respect
- Responsibility
- Optimism
- Integrity

These principles shape every aspect of school life and guide our commitments to nurturing both academic excellence and personal growth. While we are proud of our strong academic outcomes, we believe that education is about far more than exam results.

Our students benefit from a rich and varied curriculum that sparks curiosity and ambition, complemented by a wide array of extra-curricular opportunities to help them develop into confident, capable and well-rounded individuals. This includes opportunities created through the Character and Arts Foundation – a unique organisation, brought to life by the City Learning Trust, for the children of Stoke-on-Trent.

At Trentham Academy, students use their individual iPads and we have a strong emphasis on digital literacy and communication embedded throughout the curriculum, we are equipping our young people with the skills they need to thrive in an ever-evolving world.

We are proud of our excellent staff, who are dedicated to nurturing every student's potential. Our inclusive ethos ensures that all young people feel supported, valued, and empowered to succeed. We also offer outstanding opportunities for student leadership, helping our learners develop the skills and confidence to shape their own futures.

At Trentham Academy, we care deeply about every student's journey. We want the very best for each individual – academically, personally and socially - so that they are prepared for lifelong success.

If this describes a learning environment that you want to be a part of, I look forward to meeting you and hearing about how you can contribute to the future success of our academy and its students.

Emma Wagg
Principal, Trentham Academy

United by our values, we place children and young people at the heart of all we do.



City Learning Trust

City Learning Trust is a family of academies sharing resources and expertise: united by our values, we place children first in everything we do.

We believe in the power of collaboration and cooperation to unlock talent and fulfil potential. We want all children and young people within our Trust to be the best that they can be and are firmly committed to achieving our mission to create a world class education system for the communities we serve.

Children in the City Learning Trust have the best opportunities to develop their education and skills. Our mission is to provide the strongest start in life to enable our community to contribute in their own futures. We don't just want them to be employed, we want them to believe that they can change the world with their choices. There are no limits for any of our children as we inspire them to be lifelong learners and fully rounded citizens so they can adapt in an ever- changing world.

In our Trust, education is linked up from 3 to 19. Skills and qualifications are allied to an increasing understanding of the value of continuous learning and social responsibility as well as tolerance, understanding and compassion.

In recognition of our Professional Growth Package opportunities for children through the Character and Arts Foundation and our leadership programme we were awarded Multi Academy Trust of the year in December 2023.

Our values are important to us and guide the work we do:

Ambition: Our academies aim to unlock the potential for all learners to achieve their dreams, hopes and aspirations.

Cooperation: We value working together in teams, supporting each other, and sharing expertise and accountability to improve standards.

Commitment: Our academies are a family of Academies with a common bond, dedicated to the communities that they serve.

Creativity: We encourage innovation and the use of imagination and original ideas in all our Academies.

Leadership: We believe in listening to, inspiring and empowering our learning communities so that they can achieve their true potential.

Respect: We value all people and organisations abilities, qualities and achievements, and operate using the principles of equality, equity and solidarity.

The Trust is on a journey from Good to Great. Through cooperation and collaboration, we develop sustainable partnerships that will provide a legacy for tomorrow's generation. This enables our member academies to become greater than the sum total of their parts.

The City Learning Trust is a registered charity and a DfE sponsor. We have a range of strategic partners and work closely with a number of multi-academy trusts to raise standards.



Person Specification

| Qualifications and Experience |
|---|
| GCSEs (Grade 4/C or above) in English and Mathematics (or equivalent) - essential |
| Administrative qualification (e.g. NVQ Level 2/3 or equivalent) or willingness to work towards - desirable |
| Experience of working in an administrative or office based role - essential |
| Experience of customer service or working with the public - desirable |
| Experience within a school or educational setting - desirable |
| Skills and Attributes |
| Strong organisation skills with the ability to manage workloads and meet deadlines - essential |
| Good IT skills, including Microsoft Office (Word, Excel, Outlook) - essential |
| Clear and professional communication skills, both written and verbal - essential |
| Ability to work accurately with attention to detail - essential |
| Ability to work collaboratively was part of a team- essential |
| Experience and Knowledge |
| Experience of maintaining accurate records and handling data - essential |
| Understanding of confidentiality and data protection (GDPR) - essential |
| Familiarity with general office systems and processes - essential |
| Awareness of school office procedures, including attendance systems - desirable |
| Basic understanding of safeguarding and the importance of student welfare - essential |
| Personal Qualities |
| Friendly, approachable and professional manner |
| Reliable, punctual and able to work under pressure |
| Flexible and willing to support a range of administrative tasks |
| Committed to providing a high-quality service to students, staff and families |
| Positive attitude and willingness to contribute to the wider academy community |

NOTE: This job description may be amended at any time in consultation with the post holder.

The City Learning Trust and Trentham Academy are committed to safeguarding our young people. All applicants and candidates will be subject to all relevant checks and procedures in accordance with our safeguarding policy.



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