



School Administrator Trinity C of E Primary School

**Devon grade B scale point 3 - Actual annual Salary £11,230
20 hours per week – Monday – Friday, Exact hours to be agreed
38 weeks per year
Fixed Term Contract to 31.08.2026
Start date 09.03.2026**

The Academies for Character and Excellence has twenty primary schools across Devon & Somerset making up a dynamic and innovative learning organisation.

We live our mission and return to this constantly to help guide every action. At the heart of all we do is the pursuit of excellence; we want to grow an exceptional trust, comprised of excellent schools. We are achieving this through our shared core values of collaboration, community, integrity, equity, and of course uncompromising excellence.

We are truly collaborative, and we work together within and across our schools to ensure that all our children and members of staff achieve their potential. Together we work to create a full and rich curriculum offer allowing everyone to flourish - we translate our vision of excellence into our everyday practice. We are proud of our outcomes, but we aspire to achieve more than just academic excellence for our children. We also want our children to become healthy thinkers, curious explorers, caring citizens, knowledgeable participants, and confident individuals.

We aim to serve our communities, and our schools make every effort to connect with families, local community groups, and organisations to ensure that our children and families are nurtured, supported and provided with opportunities through our schools.

Our value of equity leads us to want the very best for every child and every member of staff. The Academies for Character and Excellence believes in 'Personal Growth for All' and we are committed to tackle inequalities and overcome disadvantage and to provide bespoke opportunities for professional learning for all.

We are looking to appoint a well-organised, reliable and competent person to become our School Administrator at Trinity C of E Primary School. Can you combine the skills of being organised and efficient with a positive outlook and friendly disposition? Do you enjoy working as part of a team as well as independently? Do you have experience working in this role at another school, if so, we would be interested in hearing from you.

The successful candidate will be dynamic and have excellent interpersonal and communication skills, will understand the importance of confidentiality and discretion, will be adaptable, flexible and enjoy the variety and challenge of working in a small but busy office. They will have excellent IT skills, including strong competency in Microsoft office and school office experience would be desirable but not essential.

Interested? If you feel you want to join a school with a supportive and highly skilled teaching and support team and if you can inspire children and enable them to reach their full potential, then please send in your application. We offer excellent opportunities and development for all our staff throughout their careers.

We are committed to safeguarding and the welfare of children and young people, and we expect our staff and volunteers to share this commitment. This post is subject to an enhanced DBS disclosure.

For further information, please email the HR Team on recruitment@acexcellence.co.uk or to arrange a school visit, please contact the school office directly on 01392 790151.

An application and equal opportunities form is available to download from our website www.acexcellence.co.uk/ace-trust-vacancies or on request by emailing recruitment@acexcellence.co.uk

Applications must be completed and emailed to recruitment@acexcellence.co.uk by **9am Monday 23rd February** with interviews to be held later that week.