



School Administrator



Julie Bravo - Principal
Queensway Academy



QUEENSWAY SCHOOL
School Administrator
Salary: Scale 3 (Point 5/6)

Term time only + 1 week

37 hours per week

(8am – 4pm Monday to Thursday

8am – 3pm Friday)

(Wednesday Staff CPD Training until 4.45pm – as and when required)

(Permanent)

We are seeking to appoint a well-presented, articulate school office administrator to join our school. It is a fantastic opportunity to join an established team that has excelled in so many areas.

This role is very varied and would suit a candidate who is ambitious, professional, willing to learn and looking for a great opportunity to progress in a friendly and inclusive environment where they can and will be encouraged to grow and develop their career.

The position is to work at our South Campus supporting the Principal's/PA/Office Manager's administration requirements to include attendance duties and to cover reception etc.

Queensway School

Queensway is an over-subscribed special school in Telford and was established as an academy in March 2018 when it became part of the Learning Community Trust. It was the result of a merger of an autistic provision which had been linked to HLC Secondary and a SEMH school that required a sponsor and a new start.

Queensway is across two sites – the North site in Hadley is a school for children with a diagnosis of Autism. The school has a PAN of 70 but due to demand for places always has additional students. It is a modern purpose, self-contained building on a lovely site with sensory and quiet rooms as well as a Sports Hall and good outdoor spaces. Queensway North has achieved Autism Accreditation from the National Autistic Society, and our skills and strategies are worthy of their award. The school itself then leads on Autism training both with the Local Authority and some external organisations. Queensway North caters for Key Stage 2 (Y6), Key stage 3 and 4.

The South site, in Dawley, has quiet rooms, teaching spaces and an excellent purpose-built skills centre for practical work which is where our new provision for motor vehicle is to be placed alongside our new Hair and Beauty provision. Queensway South also caters for Key Stage 2 (Y5 and Y6), Key Stage 3 and 4 the PAN is 70 but due to demand, this campus is also over-subscribed.

Both sites offer an extensive curriculum which includes English, Mathematics, Science, Design Technology, Art and Physical Education, Creative iMedia and Forest Schools and we are currently developing our offer to soon include Motor Vehicle, Hair and Beauty, Duke of Edinburgh and Photography. Social skills/education permeates throughout the curriculum on both sites preparing our students for life as young adults.

All students are encouraged to take a range of examinations which best meet their needs from the differentiated curriculum which is individually designed by the experienced staff team. The outcomes have improved year on year and in 2019 80% of students gained five or more GCSEs at Grade 1-9 which was a significant achievement, 70% with English and Maths.

Both sites have their individual teaching teams, support staff and highly experienced Pastoral leads who also lead on safeguarding. We are fully staffed but are exploring different staffing models to support the children, the new Headteacher appointed in September 2020 will lead on this. We operate with small class sizes of an average of 7/8 students in order to offer a nurturing and inclusive environment for all.

Queensway prides itself on its close working relationships with parents and good communications between home and school happen on a daily basis.

You will join a Trust steeped in a culture of wanting the very best for our children and is very ambitious for its schools. As a school, you will be joining a community that will do anything to make their children's lives successful whilst preparing them for the next steps in their lives. For more information, have a look at our website www.queensway.school

Learning Community Trust

We are very proud to be a part of the LCT. The expertise and skills the staff have across the trust is invaluable in sharing best practice and our experience in working with children and young people with SEND is greatly valued in our mainstream schools. We are the only provision in Telford and Wrekin for students with these needs, all our young people have an EHC plan, and we work with the LA over admissions.

The LCT mission is very simple; we are driven to be an outstanding MAT for our community with a clear vision to provide the best possible education for all the children and young people in our Trust, helping them to be successful in all they do both now and in the future.

The Learning Community Trust was established in June 2017 following agreement with the DfE/RSC to establish a MAT in this community. Not only were we approved as a MAT but we are also an academy sponsor.

Our MAT spans education from 2-year-olds in our nurseries through primary and secondary education as well as specialist provision for autism and SEMH in our school. In addition, we have established a great partnership with Telford College and work with them on post-16 transition and curriculum.

We keep our aims at the forefront of all we do, they represent our values as well as our intentions:

To focus, across our schools, on **excellence** by achieving the best possible educational outcomes for our children and students by engaging and inspiring them, building their resilience and preparing them for work and adult life.

To drive a **collaborative culture** across our schools which drives and supports improvement and develops all our staff as leading professionals.

To provide the highest levels of **care and support** for our children so they can succeed, including those that are the most disadvantaged, vulnerable or with special needs in our community.

To ensure our schools are at the heart of the community they serve and are truly **inclusive** organisations with equality for all across our community.

To engage positively with our families and wider **community**, building partnerships and programmes that develop opportunities beyond the school sector.

We have four strategic objectives which drive our work:

1. Our learners are engaged and successful
2. We have high quality staff across our Trust
3. We have a culture of continuous improvement
4. Our leadership and Governance is exemplary

The Trust currently has over 4000 students, over 600 staff and we operate a budget of over £23 million, and this makes us a very viable Trust and a significant provider of education in Telford and Wrekin. For more information on Learning Community Trust, please have a look at the website <https://learningcommunitytrust.co.uk>



Julie Bravo
Principal
Queensway North/South

The Learning Community Trust is committed to safeguarding and promoting the welfare of children and young people. All post holders working in regulated activity with children, are required to have an enhanced DBS check (including a check on the children's barred list).

References will be required for all shortlisted candidates, prior to interview and these will be checked following the Learning Community Trust recruitment and selection process. In line with the Statutory Guidance Keeping Children Safe in Education an online check will also be undertaken for all shortlisted candidates prior to the interview. Shortlisted candidates will also be required to complete a criminal self-disclosure declaration, posts that involve working in regulated activity are exempt from the Rehabilitation of Offenders Act, please note it is a criminal offence for individuals on the barred list for children to apply for any post working with children. For more information, please refer to The MOJ's guidance on the Rehabilitation of Offenders Act 1974 and the Exceptions Order 1975, for information about which convictions must be declared during job applications and related exceptions and further information about filtering offences can be found in the DBS filtering guide.

We are committed to equality and diversity and follow the Safer Recruitment practices as set out in the Statutory Guidance - Keeping Children Safe in Education. For more information regarding our school's commitment to safeguarding, please see our Child Protection & Safeguarding Policy available on our website www.queensway.school

JOB DESCRIPTION

School Administrator

**Queensway School
part of the
Learning Community Trust**

**Salary Range: Scale 3 SCP5 – SCP6
37 hours per week term time only + 1 week
Actual Salary £21,908.00 to £22,255.00
*Permanent***

Title of post – School Administrator

Salary scale – Scale 3

Point on scale – 5-6

Contracted working weeks – Term Time + 1 week

Hours per week - 37

Daily working hours 8am – 4pm Monday to Thursday
(Wednesday Staff CPD Training until 4.45pm – as and when required)
8am – 3pm Friday

General administrative duties and responsibilities

- To co-ordinate attendance duties daily, first day calls, text messages, ensuring attendance coding is accurate and managed on a daily basis.
- To support the Principal/Headteacher in all required administration tasks.
- To manage specific areas of administration as required by the PA/Office Manager.
- To manage the school's MIS system and report to school leaders on day-to-day attendance.
- Undertake and manage the community reception where necessary, answering routine telephone and face to face enquiries and signing in visitors.
- To complete daily tasks in relation to school lunches, payments received and outstanding.
- Liaise with the catering manager on a daily basis.
- Assist with pupil first aid/welfare duties, looking after sick pupils, liaising with parents/staff etc.

- Provide routine clerical support e.g., photocopying, filing, faxing, emailing, complete routine forms.
- Maintain manual and computerised records/management information systems.
- To assist with the Queensway Help Desk requests.
- To assist with the Queensway Admin emails.
- Undertake typing, word-processing and other IT based tasks.
- Sort and distribute mail – organise outgoing mail including taking it to the post office.
- Operate office equipment e.g., photocopier, computer.
- Arrange orderly and secure storage of supplies.
- 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.

To undertake any reasonable tasks commensurate with the title and grade of post held

Line manager (also responsible for performance management)

PA/Office Manager

Next Steps

If you require further information, to arrange a visit to the school and informal discussions please contact Mrs Sara Millward – PA to Principal/Office Manager at Queensway School on: 01952 951385.

Closing date for applications: **Friday 14th November 2025**

Interviews: **w/c Monday 17th November 2025**

Please email your application form and any supporting documentation to:
Sara.Millward1@lct.education

Signed..... (Post holder)

Signed..... (Headteacher)

Date.....