Administration & Resources Manager

Corsham Regis Primary Academy

Dates: Apply by 11am Friday 6th June 2025

Start date: Monday 14th July 2025 preferred but can be negotiated with the successful candidate.

Salary: Grade G Point 13 £22,913 per annum (£14.60 per hour) (Full Time Equivalent salary £28,163)

Working: 35 hours per week (8.00am to 3.30pm Monday to Friday) Term Time Only including Teacher Development Days.

Contract Type: Permanent

**The Role**

An exciting opportunity has arisen to join our friendly and committed team. Working as part of a busy team, duties will include:

* Line management of the Receptionist, Site Manager and Cleaners,
* Human Resources management in liaison with the Multi Academy Trust HR Central Team
* Financial administration in liaison with the Multi Academy Trust Finance Central Team
* Facilities and Property Management
* ICT Management

The postholder will

* have excellent organisational, IT and interpersonal skills
* be able to work under pressure
* believe that pupils should be central to all decision-making
* be hard working and resilient
* demonstrate creativity and a solution-driven approach
* possess strong skills in building and maintaining relationships
* embrace challenges with enthusiasm

Potential candidates for this role are warmly invited to visit the school, please contact office@corshamregis.wilts.sch.uk. Experience of working in a Primary School setting is not a prerequisite. More importantly we value enthusiasm and a willingness to develop within this rewarding role.

**The School**

Corsham Regis Primary Academy is part of a small Multi Academy Trust serving the market town of Corsham. It is situated in North Wiltshire, on the outskirts of the Cotswolds, 8 miles from Bath and within easy reach of the M4.

Corsham Regis is a warm and friendly school where children are at the heart of the decisions we make.

Corsham Regis Primary Academy offers: -

* Commitment to your professional development
* A friendly, hardworking and supportive community
* Children who have positive attitudes to learning and eager to achieve
* A modern, well-resourced school
* A supportive governing body

As part of the remuneration package The Corsham School Academy Group offers excellent Employee Benefits, including a Contributory Pension Scheme, Employee Assistance Programme, Cycle to Work Scheme, together with discounts on High Street shopping, Cinema Tickets and Holidays.

If you wish to apply for this position, please apply via the application form. A separate letter (no more than 2 sides A4) addressed to the Headteacher should indicate how your qualifications and experience make you a suitable candidate for this post. Please download and complete the Application Form, and return to The Corsham School via email to: headssecretary@corsham.wilts.sch.uk

**We reserve the right to interview and appoint before the closing date, therefore early applications are encouraged.**

*The Corsham School Academy Group is an equal opportunities employer and is committed to safeguarding children and young people.  All appointments are subject to the school receiving two satisfactory references, one of which will include the current/last employer. This appointment is also subject to the provision of relevant documents to the school proving a legal right to work in the UK, clearance from the Disclosure and Barring Service of an enhanced check for regulated activity, and confirmation of professional qualifications.  On acceptance of a job offer, a pre-employment health check will be completed. The appointment is conditional on all the above checks being satisfactory.*

*In line with KCSIE 2024 and safer recruitment practices, the school will conduct an online search for all shortlisted candidates. The online search is part of our safeguarding checks and will seek publicly available information on candidates’ suitability to work with children. Shortlisted candidates will be provided with further guidance and will be asked to clarify their online presence.*

*It is an offence to apply for a role within regulated activity if the applicant is barred from engaging in regulated activity with children.*