



Grace Academy Solihull
Grace, Integrity, Excellence, Respect and Potential



Administration Assistant Role

37 hrs a week Grade F

Grace Academy Solihull aims to develop well educated, considerate and caring citizens with a strong sense of values who will succeed in, and contribute to modern society. At Grace Academy, we believe that excellent teaching and support, world-class facilities and outstanding resources combine to give our students the best possible preparation for their adult life. The Grace Academies joined Tove Learning Trust in 2019.

Grace Academy Solihull is seeking to appoint a well-motivated and proactive person to fulfil the role of Administration Assistant within the Pastoral team.

The successful candidate will be a flexible and professional individual with the ability to work with Academy staff, students and parents to provide efficient administration in a busy Academy environment. We are looking for an outstanding candidate with high standards who is well-motivated. You will need to be a team player and be prepared to go the extra mile to support our students and staff.

If you are successful in your application, you will be:

- Managing phone calls, emails, and in-person queries with clarity and professionalism
- Maintaining accurate student records, attendance, and data entry using the Academy's MIS system.
- Following safeguarding procedures when dealing with visitors, students and any other stakeholders
- Supporting administrative tasks, reprographics, and academy correspondence.
- Arranging meetings with key stakeholders and pastoral teams.
- Supporting the Pastoral team to complete core administration tasks.
- Completing suspension and exclusion paperwork in a timely manner to support the pastoral leads
- Completing the administration of Alternative Provision and Direct offsite placements, in liaison with the leadership team.
- Supporting with Safeguarding administration where required.
- Supporting with sending pastoral letters and communication to parents, by proof reading and communicating with the wider administration team

This is an exciting opportunity for someone who wants to make a difference and have a real impact on the lives of our students and the running of the Academy whilst developing your own skills and putting your own stamp on the reception and admin processes already in place. All training will be provided

Tove Learning Trust is a fast moving and exciting place to work. The trust schools have a shared vision and purpose: to deliver outstanding educational experiences that lead to inspiring outcomes. Each academy has a strong individual identity and tailors their educational provision to serve their local community. Academies within the trust collaborate to share expertise and maximise opportunities and experiences for our students.

The Trustees of Tove Learning Trust are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

How to apply

All documents including the full job description and application form are available on our website

www.solihull.graceacademy.org.uk Please ensure your application form and covering letter includes examples of your experience and how you meet the criteria outlined in the job description. Further information requests or completed applications should be sent to: **Amy Pearson, Academy Business Manager** E: amypearson@graceacademy.org.uk

Closing date: - Midday 09/06/2025

Start date: As soon as possible