



The Priory School

Longden Road
Shrewsbury
SY3 9EE



84000 - pri-hr@pri.318education.co.uk - <https://priory.tpstrust.co.uk/>

Admin Office Manager

Hours per week, Term Time plus 2 weeks (46.20 Weeks per Year)

37 hours - Permanent

Grade 7, SCP 12-17

£25,598 - £31,022 per annum pro rata (£26,152 - £28,368 actual)

We currently have an exciting opportunity for a highly motivated, efficient and well-organised person who has experience of managing and leading a team. The person appointed will join our experienced team and play a key role in ensuring all administration required to support teaching and learning, key events and educational visits is completed accurately and efficiently. Applicants should have good communication skills, an eye for detail and the ability to build effective working relationships. The ideal candidate will have experience of working in a busy school office environment.

What we can offer you:

The 3-18 Education Trust is a multi-academy trust with students aged from 3-18 and which works collaboratively to provide interesting and exciting opportunities for staff to share ideas, resources and expertise, for the benefit of the students.

In addition to a comprehensive induction and a commitment to your ongoing training and career progression, we also offer a range of employee benefits. To find out more information please visit our [Trust Website](#).

An Applicant Information Pack and Application Form can be found on our <https://priory.tpstrust.co.uk/contact-us/current-vacancies/> or alternatively, these can be emailed or posted out to you. Please contact pri-hr@pri.318education.co.uk with any queries or if you would like this Information emailed to you.

Closing date for applications is 10am Wednesday 11th March 2026

Interviews will take place on Monday 16th March 2026

The 3-18 Education Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All offers of employment are subject to an Enhanced DBS check and, where applicable, a prohibition from teaching check. This post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013, 2020 and 2023). Guidance on disclosing convictions can be found on the [Ministry of Justice website](#). Under the Immigration Act 2016, candidates for customer-facing roles must meet the necessary standard of spoken English. It is an offence to apply if barred from engaging in regulated activity relevant to children. Employment is subject to medical fitness, satisfactory references, right to work in the UK, and an Enhanced DBS check. Online social media checks will be carried out on successful applicants.

■ Compassionate

■ Accomplished

■ Resilient



'Every individual is in a great school'

