



**North East  
Learning Trust**

**Administration Assistant  
Sacriston Academy  
Applicant information pack**

**Administration Assistant**  
**Permanent**  
**Required as soon as possible**  
**37 hours per week**  
**Term Time plus 5 additional days**  
**Grade 2 SCP4 – SCP6**  
**£25, 185 – 25, 989 per annum FTE**

Sacriston Academy is a part of the North East Learning Trust and are seeking to appoint an Administration Assistant to join our dedicated team.

Sacriston Academy is a happy and welcoming primary school rooted in the heart of the community. We aim to ensure that every child leaves Sacriston Academy excited about learning and determined to succeed. We want to equip each child with confidence, resilience and the social skills necessary to become aspirational citizens of a changing world.

You will support the Primary Senior Office Manager to provide an administrative and reception service to the whole school and its stakeholders. You will be involved in producing letters, emails, supporting with school events, such as open evenings and the administration of arranging school trips.

Our vision, along with all schools in the Trust, is that every child experiences excellence every day.

**We are committed to:**

- A vibrant learning community with enthusiastic and engaging students
- A positive and caring ethos
- An excellent learning environment and resources
- A team of hardworking, dedicated and friendly staff where everyone is valued

**We will offer you:**

- National Terms and Conditions of Employment
- Local Government Pension Scheme
- Up to 1-day paid leave for staff wellbeing
- Lifestyle Savings – range of discounts from top retail brands
- Discounted gym membership
- 24/7 Employee Assistance Programme and wellbeing portal

**The successful candidate will:**

- Hold a GCSE Maths and English 9-4 (A\*- C) or equivalent
- Have experience of working in an administrative role
- Have excellent IT skills.
- Be proactive and self-motivated
- Have a flexible approach to work

**Deadline:** Monday 27<sup>th</sup> October 2025 at 12pm noon

**Shortlisting:** Monday 3<sup>rd</sup> November 2025

**Interviews:** Monday 10<sup>th</sup> November 2025

**How to apply:**

Application packs can be downloaded from our website.

Application forms should be returned to Louise Parks, Headteacher, [admin@sacristonacademy.co.uk](mailto:admin@sacristonacademy.co.uk) or by post to Louise Parks, Headteacher, Sacriston Academy, Witton Road, Sacriston, Durham, DH7 6LQ. You can, if you wish, submit a covering letter to support your application; please do not submit a CV unless it is to complement your application form.

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff to share this commitment. All posts will be subject to receipt of satisfactory enhanced DBS disclosure, medical and reference checks. All pre-employment checks are in line with "Keeping Children Safe in Education" and the Trust's Safeguarding Policy which is available on our website.



# Job Description

**Post title:** Administration Assistant  
**Responsible to:** Office Manager  
**Responsible for:** Providing an administration and reception service  
**Salary Band:** Grade 2, SCP4-SCP6

## Job Purpose:

To support the Office Manager in the day to day management and delivery of the school office and administration to ensure the provision of a flexible and responsive administration and reception service to support all staff, pupils and the wider school community.

## Duties and Responsibilities:

- To provide administrative support to all school staff, stakeholders and the wider school community.
- To ensure that school reception queries and incoming telephone calls and emails are dealt with in a professional, effective and efficient manner.
- To meet and greet visitors, ensuring safeguarding procedures are followed.
- To maintain and update manual and computerised records.
- To produce letters, documents and ad-hoc reports.
- To distribute incoming mail and organise outgoing mail
- To support curriculum areas in the timely preparation of materials and resources
- To provide administrative support for events such as open evenings, parents' evenings and presentation evening, arranging appropriate hospitality and attendance at the events if necessary.
- To be responsible for ordering and replenishing stock as and when required.
- To maintain and update the electronic school calendar and diary.
- To ensure the collection of data from students or parents for accurate maintenance of SIMS
- To be responsible for incoming and outgoing CTF files, ensuring accuracy and confidentiality.
- To ensure new pupils starting school receive a new starter pack and all relevant documentation is returned to school in a timely manner
- To be first contact for pupil absence – first day response.
- To support the organisation of school trips, ensuring staff are supported and parents are informed.
- To reconcile and bank small amounts of money, for example money collected from school trips.
- To ensure dinner money is paid in a timely manner and escalated appropriately.
- To support the Office Manager in relation to exclusions of pupils, composing and sending letters and arranging meetings.
- To support the Office Manager in keeping the school website up to date, this may involve liaising with the Trust Communications and Marketing team.
- To support the Office Manager with supply teacher cover.

## General

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

## Health and Safety:

It is the responsibility of individual employees at every level to take care of their own health and safety and that of others who may be affected by their acts at work. This includes co-operating with the Trust and colleagues in complying with health and safety obligations to maintain a safe environment and particularly by reporting promptly and defects, risks or potential hazards. Specifically:

- To report any incidents/accidents and near misses to your line manager
- To ensure own safety and safety of all others who may be affected by the Trust's business

## Safeguarding

The Trust has a Child Safeguarding policy and procedure in place and is committed to safeguarding and promoting the welfare of all its students, each student's welfare is of paramount importance to us and you are expected to share this commitment. All staff will fully comply with the Trust's policies and procedures, attend appropriate training, inform the Designated Person of any concerns, record any potential safeguarding incidents appropriately.



## Person Specification

### Administration Assistant

|                     | Essential                                                                                                                                                                                                                                                                                                                             | Desirable                                                          |
|---------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------|
| Education/training  | GCSE Maths and English 9-4 (A*- C) or equivalent<br><br>Level 2 Business Admin qualification or equivalent                                                                                                                                                                                                                            | Level 3 Business Admin qualification or equivalent                 |
| Experience          | Relevant experience in an administrative/customer service role<br><br>Experience dealing with sensitive and confidential information<br><br>Experience working in a fast-paced environment                                                                                                                                            | Experience in an Education setting<br><br>Experience of using SIMs |
| Aptitude and skills | Excellent communication skills, both written and verbal<br><br>Ability to plan, organise and prioritise tasks<br><br>Ability to use IT effectively e.g. Teams, Word, Excel<br><br>Able to meet strict deadlines                                                                                                                       |                                                                    |
| Personal qualities  | Willingness to learn and undertake further training<br><br>Ability to work as part of a team and individually<br><br>Ability to work flexibly according to the needs of the school<br><br>Ability to establish and maintain good working relationship with various stakeholders e.g. staff, children, parents, visitors and governors |                                                                    |

#### References:

References will be requested prior to interview, except for non-teaching roles where there are exceptional circumstances, and the applicant does not give consent to do so on the application form.

### **DBS:**

North East Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

An application for a DBS certificate will be submitted for all candidates once they have been offered the position. For posts in regulated activity, the DBS check will include a barred list check. During the recruitment process, any offences, or other matters relevant to the position will be considered on a case-by-case basis.

Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure.

### **Pre-occupational health:**

Pre-occupational health checks are an essential part of the selection and recruitment process to assess if any reasonable adjustments are required.

### **Equal opportunities:**

We are an equal opportunity employer. We want to develop a more diverse workforce and we positively welcome applicants from all sections of the community.

Applicants with disabilities will be granted an interview if the essential job criteria are met.