

Administration Apprentice (Temporary)

Layfield Primary School

Candidate Information Pack

Closing Date: 12.00pm, Wednesday 3 September 2025



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Welcome from the CEO

Dear Applicant,

I am immensely proud to be Chief Executive of Spark Education Trust. We are a newly merged Trust comprising 4 secondary and 11 primary schools located across the Tees Valley and we provide opportunities for children and young people to reach their full potential, whatever their starting point. We know that this is best achieved in encouraging environments where mutual and self-respect is promoted. We want to grow confident young people able to work independently and think creatively in a fast-changing world.

We have high expectations for everyone, aspiring to excellence in teaching and achieving impressive standards is all areas of school life. Success beyond the classroom in sport and the arts are features of life across our Trust.

For our staff we provide positive working environments, a commitment to the highest quality professional development, opportunities to collaborate to create excellence and encouragement to forge career success.

Trustees, governors and leaders collaborate closely to ensure excellence in all aspects of Spark Education Trust. Our core values are mutual respect, hearty collaboration and courageous ambition and these drive our work ensuring that Spark schools are wonderful places to work.



Louise Spellman



Welcome from the Headteacher

Dear Applicant,

Thank you for your interest in joining the team at Layfield Primary School. We are a dedicated and passionate community, committed to providing the best possible learning environment for our children. Our aim is to nurture every child so they can reach their full potential, both academically and personally.

At Layfield Primary School, we believe that the foundation of a successful school lies in a strong, motivated, and caring staff team. Therefore, we take great care in selecting individuals who are not only skilled and knowledgeable but also enthusiastic about making a real difference in the lives of young people. If you share our commitment to fostering a positive and inclusive learning environment, we would be delighted to receive your application.

We are proud of our warm and welcoming atmosphere, where both staff and pupils feel valued and supported. Our school values are at the heart of everything we do and are reflected in our rules –

Be Ready, Be Safe and Be Respectful. We promote fundamental British Values through the ethos of our school and the curriculum. We also actively promote children rights through the Rights Respecting Schools Award. We look for staff members who embody these values and who can work collaboratively as part of a team to help our children thrive.

Enclosed with this letter is the application pack, which includes a job description and person specification. Please read these carefully, as they provide key information about the role and the qualities we are seeking in the successful candidate.

Should you have any questions regarding the role or the application process, please do not hesitate to contact us at info@layfield.org.uk or 01642 786153. We also encourage potential applicants to visit the school, and would be happy to arrange this if you are interested.

Once again, thank you for your interest in this position and our school. I look forward to receiving your application and wish you every success in your job search.

Yours sincerely,

Helen Owen
Headteacher

Administration Apprentice (Temporary)

Job Title: Administration Apprentice

Location: Layfield Primary School (Yarm)

Start Date: As Soon As Possible

Actual Salary: £9,914 (Apprenticeship Salary)

Hours of Work: 30 hours per week, term time only

Contract Type: Temporary until 31 August 2027

Closing Date: 12.00pm, Wednesday 3 September 2025

Interviews: W/C Monday 8 September 2025

About the Role

We seek to appoint an Administration Apprentice to provide administrative support for the school, reporting to the Office Manager. The position is temporary for a 24-month duration to enable the right person to complete their apprenticeship programme. The position is available immediately.

Ideally with a GCSE (or equivalent) Grade A*-C/9-4 in English and Maths, you should have good communication and IT skills. The school's management information system is Arbor which is also used as the school's principle method of communication with parents.

About Us

We are a newly merged Trust, Spark Education Trust which currently consists of 11 Primary Schools and 4 Secondary Schools. The Spark Education Trust can offer you a professional challenge and a rewarding opportunity, working with collaborative schools that are passionate about the progress and development of every student.

What we have:

- A positive and caring ethos and working atmosphere
- Friendly children, eager to learn and achieve
- An aspirational curriculum for all students
- A committed, enthusiastic and supportive staff team
- Excellent support from the Governing Body, the staff and parents/carers
- Opportunities for career development

For further details on us as an organisation, please click [here](#).

How to Apply

Please make sure that the completed application form is returned via email to info@layfield.org.uk addressed to Mrs H Owen, Headteacher.

Please note that feedback will only be given to shortlisted candidates, if you do not receive an invite to interview within 30 days of the advert's closing date assume that you have been unsuccessful in your application for this post.

Safeguarding Notice

The Spark Education Trust is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an enhanced DBS check. The post you are applying for is exempt from the rehabilitation of offender's act 1974. We will also carry out an online search on shortlisted candidates to help identify any incidents or issues that are publicly available online.

Job Description

SCHOOL: Layfield Primary School

POST TITLE: Administration Apprentice

SALARY: Apprenticeship Salary

WORKING WEEK: Monday to Friday – 30 hours per week – Term Time Only (*includes one day per week allocated for candidate to complete apprenticeship course requirements*)

REPORTS TO: School Office Manager/Headteacher

MAIN PURPOSE: Under the guidance of senior staff, be responsible for providing general administrative/financial support to the school, including organisational procedures and assisting with planning and development of support services.

TASKS:

Organisation

- Undertake reception duties:
 - Dealing with phone calls and enquiries from parents/carers and staff
 - Signing in visitors and children
 - Ensuring that stock of standardised forms are replenished in school foyer
 - Keeping school foyer tidy and presentable
 - Collect children from classrooms and accompany them to reception as needed

Administration

- Provide general/clerical administrative support e.g. photocopying, filing, scanning, responding to routine correspondence etc.
- Assist in the management of manual and computerised records/information systems
- Produce lists/information/data as required e.g. pupils data
- Undertake typing and word-processing and other IT based tasks
- Take notes at meetings
- Sort and distribute mail
- Engage with the schools Management Information System (Arbor)
- Assist in the completion and submission of forms, returns etc, including those to outside agencies
- Maintain and collate pupil reports
- Undertake routine administration of school lettings and other uses of school premises

Resources

- Operate relevant equipment/ICT packages (e.g. Office suite, Emails etc.)
- Maintain stock and supplies, cataloguing and distributing as required
- Provide general advice and guidance to staff, pupils and others
- Undertake general financial administration e.g. requisitions, dinner money, wraparound and trip payments.

Responsibilities

- Be aware of and comply with policies and procedures relating to Safeguarding, health, safety and security, confidentiality and reporting all concerns to an appropriate person
- Be aware of and comply with data protection in accordance with the General Data Protection Regulation (GDPR) and Trust Policies.
- Maintain confidentiality at all times.
- Be aware of and support difference and ensure Equal Opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Establish constructive relationships and communicate with other agencies/professionals
- Participate in training and other learning activities and performance development as required

- Recognise own strengths and areas of expertise and use these to advise and support others
- Show a duty of care and take appropriate action to comply with Health & Safety requirements at all times
- Demonstrate and promote commitment to Equal Opportunities and to the elimination of behaviour and practices that could be discriminatory.

These duties are neither exclusive nor exhaustive, and the post holder will be required to undertake other duties and responsibilities, which the School may determine.

The School and Academy Trust are committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

Person Specification

	Essential	Desirable
QUALIFICATIONS/ TRAINING:	<ul style="list-style-type: none"> English and Maths Level 2 or higher 	<ul style="list-style-type: none"> GCSE or equivalent English (A*-C / 9-4) GCSE or equivalent Maths (A*-C / 9-4)
SKILLS/ KNOWLEDGE:	<ul style="list-style-type: none"> Good numeracy/literacy skills Effective use of ICT packages Use of relevant equipment/resources Good keyboard skills Ability to relate positively well to children and adults Good communication skills Work constructively as part of a team, understanding school roles and responsibilities and your own position within these Ability to identify own training & development needs and be willing to address these Good organisational skills An ability to fulfil all spoken aspects of the role with a good grasp of spoken English. 	<ul style="list-style-type: none"> First Aid training
PERSONAL ATTRIBUTES:	<ul style="list-style-type: none"> Polite and positive Friendly and approachable manner Self-motivated and strong work ethic Flexible A commitment to working as part of the whole school team and supporting the vision and aims of the school Willing to learn Able to work to deadlines Punctual and reliable Able to prioritise workload effectively 	

How to Apply

Application forms and further details are available on the Trust's website -

sparkeducationtrust.org.uk

Please return your completed application form to info@layfield.org.uk addressed to Mrs H Owen, Headteacher.

Applications submitted on anything other than the official application form and applications from agencies will not be accepted.

Confidential References

Two referees should be nominated, including one from your current/most recent employer - Those from an education setting must provide the Headteacher as one of their references or to be signed and checked by the Headteacher.

Job Description

Details the main responsibilities for this post and the personal and professional qualities required.

Person Specification

Sets out the criteria to be used for the shortlisting process.

Closing date: 12.00pm, Wednesday 3 September 2025

Interviews to be held: W/C Monday 8 September 2025

Employee Benefits

Wellbeing

Free and confidential support.

Up to six sessions of structured counselling, if recommended.

Pensions

All eligible staff automatically join either The Teachers Pension Scheme or the Local Government Pension Scheme upon the start of their employment.

As members of these schemes, employees have access to the full range of membership benefits including a Death in Service payment is included in the Teacher Pension Plan and Local Government Pension Scheme.

Cycle to work

We also provide a cycle to work scheme, which is a recognised Inland Revenue salary sacrifice scheme through www.greencommuteinitiative.uk which enables staff to access a new bike and bike equipment.

Work Life Balance

We provide a generous Annual Leave entitlement for Support Staff of 27 days leave, rising to 32 days leave following 5 years' service, in addition to statutory bank holidays.

As we are supportive of flexible working, we have many staff working on individual working arrangements and we offer many roles working term time only contracts, to assist with individuals work life balance.

Professional Development

As we believe in supporting and developing our staff, we offer extensive career development opportunities and actively seek to develop and promote staff where possible.