Burnside College









Administration Assistant

Application Pack

Burnside College
St Peters Road
Wallsend
Tyne & Wear
NE28 7LQ

T: 0191 2598500
E: office@burnsidecollege.org.uk
burnsidecollege.org.uk

WAS In partnership with National Children's Bureau

Wellbeing Award for Schools 2023-2026

Healthy Schools North Tyneside

LPPA Leading Parent Partnership Award 2025 - 2028

Ofsted Good Provider

Burnside College

Dear Colleague,

Thank you for your interest in joining our team. Burnside College is characterised by its strong community spirit and friendly working environment. Respect is one of our core values and is tangible throughout the school. We believe that strong relationships are the fabric of any successful school. Interactions at Burnside between staff, and with pupils, are based on mutual respect and are positive.

In our most recent inspection in November 2024 OfSTED recognised that Burnside College continues to be a good school. Inspectors found that:

- Pupils enjoy working with their teachers
- Pupils behave well and meet the high expectation that the school has for their conduct
- Classrooms are calm and orderly places to learn
- Staff appreciate the positive strategies to manage their workload and support their wellbeing

These continued improvements were secured through a relentless focus on teaching and learning; we routinely consider the latest educational thinking in order to reflect on and refine what happens in classrooms. This goes hand in hand with a strong, caring, system of pastoral support and a focus on the personal development of our pupils.

Standards continue to remain high at Burnside because staff are determined to do the very best for the young people of Wallsend and always work positively, with the best interest of young people at heart.

In return the school offers excellent support and professional development. We offer high quality staff training which is personalised to the experience and needs of the individual. A particular strength is the effective programme of support in place for early years teachers. School leaders are considerate of the workload and wellbeing of staff and the school provides good career progression opportunities.

We were delighted to once again receive the Wellbeing Award for Schools in 2023 and the inspection report stated that “Burnside College is a happy place to work and learn.”

We are looking to recruit staff to our team that are committed to high standards and to improving the life chances of young people. Further details about our school are available on the school website.

Yours faithfully

D Jamieson

Mr D Jamieson
Headteacher

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The Role: Administration Assistant

Type of Contract:	**Full Time Permanent**
Salary/Scale:	**Grade 5 - 52/52 contract £26,403 - £27,254 *Pay award pending**
Start Date:	**As soon as possible**
Closing Date for Applications:	**9am Friday 27th November 2026**
Interview Date:	**w/c Monday 30th November 2026**

We are seeking to appoint a highly effective Administration Assistant to work within our Administration team. The successful candidate will be motivated, have an ability to multi-task and possess a good understanding of working in a professional environment.

The successful candidate will be based on reception and undertake reception duties; answering general telephone and face to face enquiries from all stakeholders as well as providing routine general clerical, administrative and financial support to the school. They will also assist with student welfare duties providing first aid, looking after students who feel unwell and liaising with staff and parents.

Applicants will have a passion to ensure that our learners achieve the very best that they can at all times. The core purpose of the role will be to uphold our fundamental standards of **pride, respect** and **achievement** with **all stakeholders** and ensure that all students receive the highest standard of bespoke support.

This post is a 52/52 contract meaning the post holder is paid for the full year and receives an annual holiday allowance (to be taken during school holiday periods). As we do not require our administration staff to work all of the school holiday periods, the post holder is required to work additional hours during term-time to off-set non-working time. Any work outside of normal school hours and holiday periods, e.g. parents evenings and results days, will be planned as far as possible in advance. A degree of flexibility around working patterns will be required.

During term-time our reception is routinely open between 7.30am and 5pm (4.30pm Friday) however this is split across shift patterns.

If you would like more information about this post please contact Kate Drury, Director of Support Services by email, **k.drury@burnsidecollege.org.uk**

To apply, please submit the application form **accompanied by a covering letter**, of no more than two sides of A4, in which you outline your experience and suitability for the post.

Purpose of the role (job statement)

Under the direction/instruction of senior staff: provide routine general clerical, administrative, financial support to the school.

Main duties:

- Undertake reception duties, answering general telephone, face to face enquiries and signing in visitors
- Assist with pupil first aid/welfare duties, looking after sick pupils, liaising with parents staff
- Assisting with arrangements for visits by school nurse, photographer etc
- Assist in arrangements for school trips, events etc

Individuals in this role may also:

- Provide general clerical/administrative support e.g. photocopying, filing, faxing, complete standard forms, respond to routine correspondence
- Maintain manual and computerised records/management 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 and provide admin support
- Sort and distribute mail and outgoing post
- Undertake administrative procedures e.g. registers/school meals/pupil reports/uniform
- Assist with administration of school lettings and other uses of school premises
- Maintain stock and supplies, cataloguing and distributing, as required
- Undertake general financial administration such as processing orders, collecting money and undertaking basic book keeping such as petty cash
- Provide general advice and guidance to staff, pupils and others

Wider responsibilities:

- Be aware of, and comply with, policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings, as required
- Participate in training and other learning activities and performance development, as required

General

To undertake any other duties appropriate to the grade of the post as requested by line manager or Headteacher.

Person Specification

Criteria E = Essential D = Desirable	
Skills, Knowledge and Aptitudes	
• Appropriate knowledge of first aid/willing to train for relevant qualification	E
• Good understanding and ability to use relevant technology e.g. computer equipment/ computer software/printers and photocopiers	E
• Keyboard/computer skills	E
• Participate in development and training opportunities	E
• Ability to relate well to children and adults	E
• Work constructively as part of a team: understanding school roles and responsibilities and your own position within these	E
Qualifications & Training	
• Current NVQ level 2 in English and Maths or equivalent or experience in relevant discipline/job role	E
Experience	
• General clerical/administrative work	E
Disposition	
• Good communication skills at all levels	E

Burnside College is committed to safeguarding and promoting welfare of children and young people. Please note this position will require an Enhanced disclosure from the Disclosure & Barring Service. This post is exempt from the Rehabilitation of Offenders Act.

How to Apply

Please submit the application form accompanied by a covering letter, of no more than two sides of A4, in which you outline your experience and suitability for the post.

Completed applications should be returned to:

Mrs F Conroy
FAO: Mr D Jamieson
Burnside College
St. Peter's Road
Wallsend
NE28 7LQ
or electronically to **recruitment@burnsidecollege.org.uk**

Please contact the school if you require any further information relating to this post.
Telephone: 0191 2598500

Closing Date: 9am Friday 27th November 2026

Interview Date: Week Commencing Monday 30th November 2026

Burnside College is committed to safeguarding and all offers of employment are subject to satisfactory enhanced DBS clearance and other pre-employment checks.
This post is exempt from the Rehabilitation of Offenders Act.