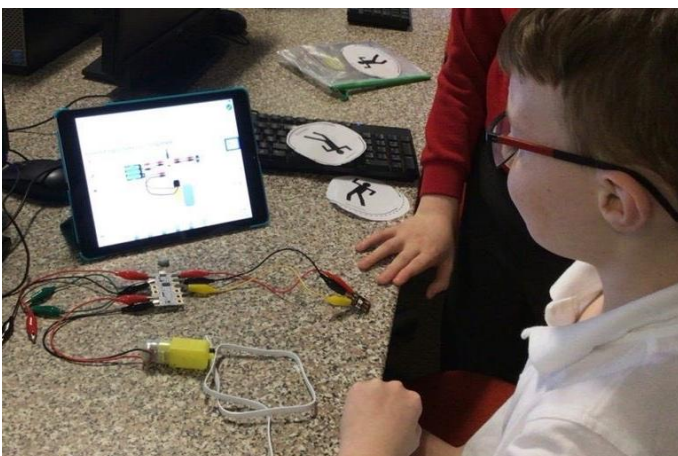


Administration Assistant

Candidate Information Pack

Closing Date: 12.00pm, Monday 1st June 2026



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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 recently 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 in 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,

I would like to take this opportunity to thank you for your interest in the post of Administration Assistant at Bewley Primary School.

We are seeking to appoint a committed and highly motivated candidate to join the school who has the vision and drive to make significant impact across the school and is committed to making a positive difference to the lives of our children.

Bewley Primary is a family school and is committed to working alongside governors, families and the local community to enable all our children to flourish and to be the very best that they can be. Our motto of Bright, Proud and Successful is at the heart of all that we do. We offer our pupils the very best start to their education, and we passionately believe that it is every child's right to receive an education that fosters a lifelong love of learning. For more information, please see our website or our very active Facebook feed *Bewley Primary School*.

At Bewley, we offer a happy and supportive environment with a commitment to continued professional development as part of the Spark Academy Learning Trust.

If you are interested in joining our dedicated, hardworking and professional staff and feel that you uphold the same vision and values then we would be delighted to receive an application from you.

Please also find enclosed some further details about our school and the Spark Academy Learning Trust.

The Trust is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. The post is subject to an enhanced DBS check and 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 might be publicly available online.

Kind regards,

Sheona Clift
Headteacher

Administration Assistant

Job Title: Administration Assistant

Location: Bewley Primary School (Billingham)

Start Date: 1st September 2026

Actual Salary: £15,016 to £15,603 (Grade F, SCP 7 to 8)

Hours of Work: 25 hours per week, term time only (Monday-Friday)

Contract Type: Permanent

Closing Date: 12.00pm, Monday 1st June 2026

Interviews: Monday 8th June 2026

About the Role

We seek to appoint a Administration Assistant to provide administrative support for the school, reporting to the Office Manager.

With an NVQ level 2 or equivalent in a relevant discipline and previous clerical/administrative experience, you should have good communication and IT skills. The school's management information system is Arbor and we use this as our main method of communication with parents/carers.

Your key responsibilities will include:

- Dealing with phone calls and enquiries from pupils, parents/carers and staff
- Greeting visitors to the school
- Issuing communications via Arbor
- Managing school registers and daily attendance calls
- Assisting with the arrangements for school trips and visits
- Supporting the production of student reports
- Attending Parent/Open Evenings, as required
- Providing general administrative support for the school

About Us

We are a recently 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](#).

For further information on the school, please click [here](#).

How to Apply

Please make sure that the application form is completed and returned via email to bewley@bewleyprimary.org.uk, addressed to Mrs S Clift, 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 Offenders 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.

Bewley Primary School is committed to safeguarding, for further information on the school's Safeguarding and Child Protection Policy please click [here](#).

Job Description

POST TITLE:	Administration Assistant
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GRADE:	F (SCP 7-8)
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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.
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TASKS:

- Undertake reception duties, answering general telephone and face to face enquiries and signing in visitors
- Assist in arrangements for school trips/events etc
- Provide general/clerical administrative support e.g. photocopying, filing, faxing, completion of standard forms, respond to routine correspondence
- Assist in the management of manual and computerised records/information systems
- Analyse and evaluate data/information and produce reports/information/ data as required
- Produce lists/information/data as required e.g. pupils' data
- Undertake typing and word-processing and other IT based tasks
- Assist in administrative and organisational support to the Governing Body
- Take notes at meetings
- Sort and distribute mail
- Undertake administrative procedures
- Assist in the completion and submission of forms, returns etc, including those to outside agencies e.g. DCSF
- Maintain and collate pupil reports
- Undertake routine administration of school lettings and other uses of school premises
- Operate relevant equipment/ICT packages (e.g. word, excel, databases, Internet)
- 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. processing orders
- 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
- Assist in the monitoring and planning evaluation of the budget as required
- Assist in the managing of uniform/snack/other 'shops' within the school
- 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.

Safeguarding - Promoting the Welfare of Children and Young People:

- To demonstrate a commitment to safeguarding and promoting the welfare of children and young people, staff and volunteers.
- To demonstrate a thorough understanding of safeguarding and safer recruitment policies and procedures, and their application within an educational setting/environment.

The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time that is not specified in this job description. The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Person Specification

	Essential	Desirable
QUALIFICATIONS/ TRAINING:	<ul style="list-style-type: none"> NVQ 2 or equivalent qualification in relevant discipline, e.g. Business Administration Level 2 OR appropriate experience Willingness to participate in training and development opportunities 	<ul style="list-style-type: none"> NVQ 3 or equivalent qualification in relevant discipline, e.g. Business Administration Level 3 OR appropriate experience First Aid training
EXPERIENCE:	<ul style="list-style-type: none"> General clerical, administrative and financial experience 	<ul style="list-style-type: none"> Experience of reception duties Experience of working in a school environment
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 Knowledge of relevant policies/code of practice & awareness of relevant legislation Ability to relate 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 Positive approach to customer care Good organisational skills 	<ul style="list-style-type: none"> Appropriate knowledge of First Aid Ability to complete statistical returns

PERSONAL ATTRIBUTES:	<ul style="list-style-type: none">• Friendly and approachable manner• Self-motivated• Flexible• A commitment to working as part of the whole school team and supporting the vision and aims of the school	

How to Apply

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

www.sparkeducationtrust.org.uk

Please make sure that the application form is completed and returned via email to bewley@bewleyprimary.org.uk, addressed to Mrs S Clift, 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, Monday 1st June 2026

Interviews to be held: Monday 8th June 2026

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.