

# Administration Assistant

## Candidate Information Pack

**Closing Date: 12.00pm, Monday 12<sup>th</sup> October 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 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 Head of School

Dear Applicant,

Thank you for considering applying for the position at Conyers School and Sixth Form College. We are so very proud of our school and we are thrilled that you have taken an interest in being part of the team.

Conyers is a thriving and fully inclusive 11-18 comprehensive school, home to over 1300 students. We are proud of our strong, destination-driven curriculum, which enriches learning within and beyond the classroom. Our mission is simple: to provide every student with the opportunity to realise their potential, both professionally and personally, so they can secure meaningful destinations and positively contribute to the world they live in.

At Conyers, we aim for academic excellence through outstanding teaching and high expectations for all students. We celebrate achievement not only in examination results but also in the arts, sports, music, and drama, which play essential roles in our curriculum.

Our curriculum is founded on high expectations, strong values, and positivity, all underpinned by our principles: Ready, Respect, Safe. With a focus on perseverance, we help students build the resilience needed to navigate life challenges.

Our goal is to prepare students for an ever-evolving world. We aim to equip them to contribute as well-rounded, digitally resilient individuals. By fostering curiosity and reflection, we cultivate lifelong learners immersed in a rich, broad curriculum that expands their horizons and builds independence, determination, creativity, and confidence.

Our motto, 'through perseverance,' is at the heart of our community. It represents our commitment to kindness, mutual support, and environmental care. This ethos defines the Conyers culture we embrace every day.

We are excited to welcome an inspirational and passionate individual to join our dedicated staff, supporting exceptional outcomes and preparing students for life beyond school.

If our vision resonates with you, and you would like to join a truly exceptional team, we would be delighted to receive your application.

Thank you.

Chris Coleman  
Head of School

# Administration Assistant

**Job Title:** Administration Assistant

**Location:** Conyers School & Sixth Form (Yarm)

**Start Date:** As soon as possible

**Actual Salary:** £23,564 to £24,481 (Grade F, SCP 7 to 8, pending job evaluation)

**Hours of Work:** 37 hours per week, term time plus 5 days

**Contract Type:** Permanent

**Closing Date:** 12.00pm, Monday 12<sup>th</sup> October 2026

**Interviews:** Tuesday 20<sup>th</sup> October 2026

## About the Role

We are seeking to appoint an experienced and committed Administration Assistant who will embrace an inclusive attitude to education, is looking for a new challenge and wants to be part of driving continued improvements in our school.

## The successful candidate will:

- Support HR administration within school
- Deliver efficient administrative and clerical support across the school.
- Maintain accurate records using school IT systems and databases.
- Communicate effectively with students, parents/carers, staff and external agencies.
- Handle confidential information in accordance with GDPR and school policies.
- Demonstrate strong organisational, ICT and customer service skills.
- Be committed to safeguarding, equality, health and safety, and promoting the welfare of children and young people.

## 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 [sharvey@conyers.org.uk](mailto:sharvey@conyers.org.uk), addressed to Mr C Coleman, Head of School.

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.

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

# Job Description

|                        |                                                                                                                                                                                     |
|------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>POST TITLE:</b>     | Administration Assistant                                                                                                                                                            |
| <b>GRADE:</b>          | F (SCP 7-8) 37 hours, term time plus 5 days (job evaluation pending)                                                                                                                |
| <b>RESPONSIBLE TO:</b> | Executive Assistant to Head of School                                                                                                                                               |
| <b>MAIN PURPOSE:</b>   | Under the guidance of the Executive Assistant to Head of School, be responsible for providing general administrative/HR support to the school, including organisational procedures. |

## TASKS:

- Support HR administration within school. Ensure staff information and files are kept up to date and that all records held, both physical and electronic, are accurate and adhere to safer recruitment practices.
- Support recruitment, including preparing job packs and adverts, processing applications, corresponding with candidates, arranging interviews and completing pre-employment paperwork and checks.
- Update the Single Central Record, ensuring that DBS documentation is in place for all staff, agency workers, volunteers and contractors.
- Use the school MIS and other digital systems accurately to maintain records and update information including staffing information.
- Process contractual amendments and both one-off and ongoing payroll changes, including overtime processing, accurately and in line with Trust procedures.
- Demonstrate an understanding of safeguarding and safer recruitment policies and procedures and apply these appropriately within the school setting.
- Provide general administrative and clerical support across the school, including photocopying, filing, word processing, correspondence, forms, mail distribution and routine office tasks.
- Analyse, collate and present information as required, including pupil and/staff data, reports, records and returns for internal use and external agencies.
- Take notes at meetings and provide administrative follow-up as directed.
- Communicate professionally and effectively with parents/carers, students, staff, visitors and external agencies, including during sensitive or challenging conversations.
- Provide general advice and guidance to staff, students, visitors and others in line with school procedures.
- Use ICT packages, shared drives, online forms, communication platforms and relevant office equipment to support efficient school administration.
- Handle personal and sensitive information in line with UK GDPR, the Data Protection Act 2018, confidentiality expectations and school policies.
- Work flexibly across school administration functions to respond to operational needs including occasional reception cover.
- Appreciate and support the role of other professionals, contributing positively to the overall work, ethos and aims of the school.

- Attend and participate in relevant meetings, training, learning activities and performance development as required.
- Comply with policies and procedures relating to safeguarding, child protection, health and safety, security, confidentiality, data protection and equality, reporting concerns to the appropriate person.
- Demonstrate a commitment to safeguarding and promoting the welfare of children and young people, staff and volunteers.
- Show a duty of care and take appropriate action to always comply with health and safety requirements.
- Demonstrate and promote a commitment to equality of opportunity and the elimination of discriminatory behaviour and practice.

### **SAFEGUARDING and 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.

### **SPECIAL CONDITIONS OF SERVICE**

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended.

The school is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to enhanced DBS disclosure.

### **EQUAL OPPORTUNITIES**

The post holder will be expected to carry out all duties in the context of and in compliance with the School's Equal Opportunities Policies.

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                                                                                                                                                                                                                                                                                |
|--------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>QUALIFICATIONS/<br/>TRAINING:</b> | <ul style="list-style-type: none"> <li>• GCSE qualifications English and Mathematics at grade 4/C or equivalent level 2 qualification.</li> <li>• Relevant administrative qualification or experience.</li> <li>• Willingness to undertake training.</li> </ul>                                                                                                                                                            | <ul style="list-style-type: none"> <li>• Level 3 or equivalent in Business Administration.</li> <li>• Safer recruitment training</li> </ul>                                                                                                                                              |
|                                      |                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                          |
| <b>EXPERIENCE:</b>                   | <ul style="list-style-type: none"> <li>• Experience of working in an administrative, clerical or customer-facing role.</li> <li>• Experience of using ICT systems to maintain records and produce documents.</li> <li>• Experience of handling personal or confidential information.</li> </ul>                                                                                                                            | <ul style="list-style-type: none"> <li>• Experience of working in a school or education setting.</li> <li>• Experience of using a school MIS, finance system or similar database.</li> <li>• HR or business administration experience.</li> <li>• Experience of updating SCR.</li> </ul> |
|                                      |                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                          |
| <b>SKILLS/KNOWLEDGE:</b>             | <ul style="list-style-type: none"> <li>• Good literacy, numeracy and ICT skills.</li> <li>• Clear and professional communication skills.</li> <li>• Ability to organise workload, meet deadlines and maintain accurate records.</li> <li>• Ability to remain calm and professional in a busy environment.</li> <li>• Understanding of confidentiality, safeguarding, data protection and equality expectations.</li> </ul> | <ul style="list-style-type: none"> <li>• Knowledge of recruitment checks, staff files, absence processes, payroll changes or appraisal administration.</li> <li>• Knowledge of school employment terminology and administrative procedures.</li> </ul>                                   |
|                                      |                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                          |
| <b>PERSONAL ATTRIBUTES:</b>          | <ul style="list-style-type: none"> <li>• Friendly, approachable and professional manner.</li> <li>• Flexible, reliable and able to work as part of a team.</li> <li>• Discreet and trustworthy.</li> <li>• Positive approach to working with children, young people and adults.</li> </ul>                                                                                                                                 |                                                                                                                                                                                                                                                                                          |

# How to Apply

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

[www.sparkeducationtrust.org.uk](http://www.sparkeducationtrust.org.uk)

Please make sure that the application form is completed and returned via email to [sharvey@conyers.org.uk](mailto:sharvey@conyers.org.uk), addressed to Mr C Coleman, Head of School.

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 12<sup>th</sup> October 2026**

**Interviews to be held: Tuesday 20<sup>th</sup> October 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](http://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.