

# Administration Assistant

## Laurence Jackson School

### Candidate Information Pack

**Closing Date: 9.00am, Monday 30 June 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 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,

We are seeking to appoint a committed Administration Assistant to join our team. This is an exciting opportunity to join our school.

Laurence Jackson School is a genuinely comprehensive school serving the rural town of Guisborough and surrounding rural area. Students also choose to come to Laurence Jackson from south Middlesbrough. Whilst the school has a pupil premium that is broadly in line with the national average at 25%, our intake is wide ranging by nature, and we are proud of our very inclusive philosophy. In June 2024, Ofsted rated our school as Good.

The school is a larger than average 11 to 16 secondary school with 1240 on roll and PAN of 1250 and is full on first choices for September 2024 and has been oversubscribed for the last three years. Student mobility is low. The school moved into a new building in 2016 as part of the Building Schools for the Future initiative. The new school provides an excellent learning environment.

We have a strong and committed staff team and are very invested in developing our staff and providing excellent opportunities for progression and development and offer a number of opportunities for progression both in the school and wider trust

Kind regards



Catherine Juckes  
Headteacher



# Administration Assistant

**Job Title:** Administration Assistant

**Location:** Laurence Jackson School (Guisborough)

**Start Date:** September 2025

**Actual Salary:** £20,547 to £21,012

**Hours of Work:** 37 hours per week, term time plus 3 days

**Contract Type:** Permanent

**Closing Date:** 9.00am, Monday 30 June 2025

**Interviews:** W/C Monday 7 July 2025

## About the Role

We are seeking to appoint an Administration Assistant who will provide general admin support to ensure the school delivers effective and efficient service – including a handful of late evening support at Parents Evenings across the academic year. They will also act as front of house and communicate with students, staff, parents and visitors as required, ensuring safeguarding procedures are always put in place.

## 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 [vacancies@laurencejackson.org](mailto:vacancies@laurencejackson.org) addressed to Mrs C Juckes, 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

<b>Job title:</b>	Administration Assistant
<b>Reports to:</b>	PA to the Headteacher
<b>Hours of work:</b>	37 hours per week, T10 + 3 days
<b>Grade:</b>	C, SCP 3
<b>General duties</b> <ul style="list-style-type: none"><li>• Provide general admin support to ensure the school delivers effective and efficient services.</li><li>• Act as front of house and communicate with students, staff, parents and visitors as required, ensuring safeguarding procedures are put in place at all times</li><li>• Assist with maintaining general order and efficiency in school</li></ul>	
<b>General administration</b> <ul style="list-style-type: none"><li>• Complete photocopying and other reprographics tasks.</li><li>• Assist with the organisation of school trips admin.</li><li>• Support with stock ordering/inventories where required.</li><li>• Assist in the collection and inputting of various data where needed</li><li>• Support the reception area when needed, including dealing with visitors to school, e.g. parents.</li><li>• Process and distribute incoming post and manage outgoing post.</li><li>• Be an active member of the main office admin team by carrying out other general admin duties as required, e.g. letters, certificates</li><li>• Ensure the confidentiality of information is maintained.</li></ul>	
<b>Communication</b> <ul style="list-style-type: none"><li>• Answer and direct incoming phone calls</li><li>• As needed, monitor the reception email account, answering and directing emails to the appropriate people.</li><li>• Contact parents.</li><li>• Be aware of the school's calendar of events so that external queries can be answered.</li><li>• Maintain confidentiality when communicating with parents and visitors to the school.</li><li>• Ensure good lines of communication between the main office and the rest of the school, including the distribution of messages to students and staff</li><li>• Collecting students for internal and external appointments where necessary</li></ul>	
<b>Additional duties</b> <ul style="list-style-type: none"><li>• Understand and follow all relevant school policies.</li><li>• Attend and participate in training and development courses as required.</li><li>• Be a role model for the standards of behaviour expected of students.</li><li>• Undertake reasonable additional duties as requested by senior staff.</li></ul>	

# Person Specification

Qualifications and training	
Essential	Desirable
<ul style="list-style-type: none"> <li>GCSEs in English and maths at grade C/4 or above</li> </ul>	<ul style="list-style-type: none"> <li>Safeguarding training</li> <li>Data protection training</li> <li>Additional qualifications and training</li> </ul>
Skills and experience	
Essential	Desirable
<p>Experience:</p> <ul style="list-style-type: none"> <li>Working in an administration role</li> <li>Handling confidential information</li> </ul> <p>Skills:</p> <ul style="list-style-type: none"> <li>Comprehensive use of all Microsoft Office programmes</li> <li>Comprehensive use of email systems</li> </ul>	<p>Experience:</p> <ul style="list-style-type: none"> <li>Working in an education setting</li> <li>Handling complaints and concerns</li> </ul> <p>Skills:</p> <ul style="list-style-type: none"> <li>Calendar management systems</li> <li>Comprehensive use of school information systems such as Arbor/SIMS</li> </ul>
Knowledge	
Essential	Desirable
<ul style="list-style-type: none"> <li>Understanding of their statutory requirements relating to safeguarding, equality, health and safety, and data protection.</li> <li>Demonstrate a working knowledge of how to manage the reputation of the school and engage with the school community.</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of education policies and procedures.</li> </ul>
Personal traits	
The successful candidate will have:	
<ul style="list-style-type: none"> <li>Excellent verbal and written communication skills.</li> <li>Excellent time management and organisation skills.</li> <li>The ability to work independently and as part of a team.</li> <li>The ability to maintain successful professional relationships.</li> <li>The ability to prioritise tasks and handle a demanding workload.</li> <li>Good problem-solving skills.</li> </ul>	
<p>Other</p> <ul style="list-style-type: none"> <li>An up-to-date DBS certificate, with barred list information where required.</li> <li>The right to work in the UK.</li> </ul>	

# How to Apply

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

**[sparkeducationtrust.org.uk](https://sparkeducationtrust.org.uk)**

Please return your completed application form to [vacancies@laurencejackson.org.uk](mailto:vacancies@laurencejackson.org.uk) addressed to Mrs C Juckes, 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: 9.00am, Monday 30 June 2025**

**Interviews to be held: W/C Monday 7 July 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](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.