

Administrator - Medical

Candidate Information Pack

Closing Date: 9.00am, Tuesday 21st April 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,

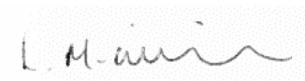
We require a passionate, dynamic and committed Administrator - Medical at Huntcliff School. This is an excellent opportunity for an ambitious and inspirational Administrator - Medical to join our rapidly improving school within a dedicated team. The successful candidate will be an excellent practitioner and inspirational leader who is committed to raising the aspirations and achievement of all students, particularly those most vulnerable students with additional needs.

This is an exciting time to join our small school within a dynamic and supportive MAT as it works collaboratively alongside the primary and secondary schools within the Spark Education Trust, striving to provide a world class education through seamless transition from Primary to Secondary and post-16 education.

Huntcliff School is a 'Good' school, and was recognised by Ofsted in June 2023 as having an ambitious curriculum for all, alongside excellent pastoral care. We share a site and some facilities with Saltburn Primary School, serving the community of Saltburn and the surrounding areas. We have established a culture of mutual respect within our inclusive learning environment, and we strive to inspire excellence; in terms of academic achievement, personal development, and the individual talents of every student. We deliver an ambitious curriculum and have high expectations for all, irrespective of their starting point.

Our school ethos centres around 'Be Ready, Be Respectful, Be Responsible - Inspiring Excellence' which is underpinned by our core values of respect, resilience, responsibility, honesty and kindness. We are looking for an inspirational team member who embraces our school values, is looking for a new challenge and wants to drive continued improvements in our school.

Kind regards



Lynsey Wilkinson
Headteacher



Administrator – Medical

Job Title: Administrator- Medical

Location: Huntcliff, Saltburn Learning Campus

Start Date: As soon as possible

Actual Salary: £21,759 to £22,251 (Grade D, SCP 4)

Hours of Work: 37 hours per week, term time plus 5 days (Monday to Friday)

Contract Type: Temporary Maternity Cover (to 31st December 2026)

Closing Date: 9.00am, Tuesday 21st April 2026

Interviews: w/c 27th April 2026

About the Role

We seek to appoint a School Administrator to provide administrative support and to be the first point of call for first aid. Reporting to the Finance & Administration Manager, you will be part of a small but busy team and need to be able to communicate well and work efficiently across the school.

You should have an NVQ level 2 or equivalent in a relevant discipline and ideally have previous school clerical/administrative experience.

Your key responsibilities will include:

- Administrative responsibility for medical issues, healthcare plans, risk assessments, administering medication and providing first aid assistance to students and staff.
- Dealing with phone calls and enquiries from students, parents/carers and staff
- Greeting visitors to the school, diary management
- Issuing communications via Class Charts
- Assisting with the administration 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
- Some financial assistance, producing purchase orders and dealing with order queries
- Promoting and supporting effective day-to-day organization within the school
- Ensuring that electronic and paper-based student records are kept updated and accurate

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](#) or contact Mrs Dobson (PA to Headteacher) at fdobson@huntcliff.co.uk.

How to Apply

Please make sure that the application form is completed and returned via email to fdobson@huntcliff.co.uk, addressed to Miss Wilkinson, 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.

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

Job Description

Post Title	Administrator (Medical)
Purpose	Under the direction/instruction of senior staff, undertake administrative duties such as filing, photocopying and distribution of mail. To have the administrative responsibility for medical issues, healthcare plans, risk assessments, administering medication and providing first aid assistance to students and staff.
Responsible for	The administration of medicines and first aid, plus general administrative support.
Liaising with	Office Manager
Working Time	Term time plus 5 days
Salary/Grade	D (SCP 4)
MAIN (CORE) DUTIES	
Organisation	<ul style="list-style-type: none"> • Assist with duties in administration office including, answering the telephone, dealing with student queries and staff enquiries and requests. • Deal with students who feel ill or who are injured. Notifying parents if necessary. Supervision of students taking medication. • To act as main point of contact for medical queries from both staff, parents and students. • To create risk assessments for any student who may need adaptations to enable their safe return to school. • To organise any mass vaccination programmes within school. • Help to set up and clear away for Parents'/Open Evenings. Attend the events, as part of the team rota, to register parents on arrival and co-ordinate queries. • To work with the administration team and provide cover for absent staff.
Administration	<ul style="list-style-type: none"> • Provide routine clerical support e.g. photocopying, binding, laminating and filing. • Sort and distribute incoming mail to staffroom drawers and assist with outgoing post. • Assist in keeping record of lost property. • Undertake typing, word-processing and other IT based tasks. • Assist with obtaining and preparing information to support Parents' Evenings. • Provide general/clerical administrative support e.g. photocopying, filing, completion of standard forms, respond to routine correspondence. • Maintain manual and computerised records/management information systems. • Produce lists/information/data as required e.g. student's data. • Undertake typing and word-processing and other IT based tasks. • Take notes at meetings. • Undertake administrative procedures. • Ensure all student medical records/healthcare plans are up to date and accessible • Ensure all medical policies and procedures are compliant with current guidelines, suggesting updates as appropriate. • Support all Yr6-7 transitions and admission process. • Assist with the administration to support the production of student reports, including, advising staff of timescales, inputting corrections and chasing up outstanding comments with staff. • Assist with arrangements for school trips and visits, including obtaining transport quotes, maintaining and producing spreadsheets, reviewing and producing communications, distributing trip packs and collating consents. • Issue communications, forms, events and bookings via school communication system and deal with parent/carer queries.

Resources	<ul style="list-style-type: none"> • Operate office equipment e.g. photocopier, computer • Ensure forms/documents/envelopes and stationery in Admin Department maintained at correct levels and place orders through appropriate Admin staff member. • Ensure the school medical and first aid supplies are fully stocked at all times •
Responsibility	<ul style="list-style-type: none"> • Keep up to date with first aid training to ensure that school policies and procedures regarding first aid and the administration of medication are followed. • 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. • 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 • 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.
Communication and Liaison	<ul style="list-style-type: none"> • Communicate effectively with parents and carers, as appropriate. • Follow agreed policies and protocols for communication.
School ethos	<ul style="list-style-type: none"> • Play a full part in the life of the school community, upholding its values and setting a professional example at all times. • Actively promote all of the school's policies. • Comply with the school's health and safety policies and undertake risk assessments as appropriate.
Other Specific Duties:	
<ul style="list-style-type: none"> • To continue personal development as agreed. • Staff are expected to show professionalism at all times. • Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers. 	

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

The Academy Trust is 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"> • Induction/basic skills • Willingness to participate in training and development opportunities • First Aid training(or willing to undertake training) 	<ul style="list-style-type: none"> • NVQ Level 2 or equivalent qualification in relevant discipline OR appropriate experience
EXPERIENCE:	<ul style="list-style-type: none"> • General clerical/administrative work • Experience of working as part of a team 	<ul style="list-style-type: none"> • Experience of reception duties
SKILLS/ KNOWLEDGE:	<ul style="list-style-type: none"> • Good understanding and ability to use relevant technology e.g. photocopier • Keyboard/computer skills • Ability to relate well to children and adults • Work constructively as part of a team, understanding school roles and responsibilities and your own position within these • Good numeracy/literacy skills • Positive approach to customer care • An ability to fulfil all spoken aspects of the role with confidence through the medium of English 	<ul style="list-style-type: none"> • Appropriate knowledge of First Aid
PERSONAL ATTRIBUTES:	<ul style="list-style-type: none"> • Friendly and approachable manner • Reliable • Polite and punctual • 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 fdobson@huntcliff.co.uk, addressed to Miss Wilkinson, 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, Tuesday 21st April 2026

Interviews to be held: w/c 27th April 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.