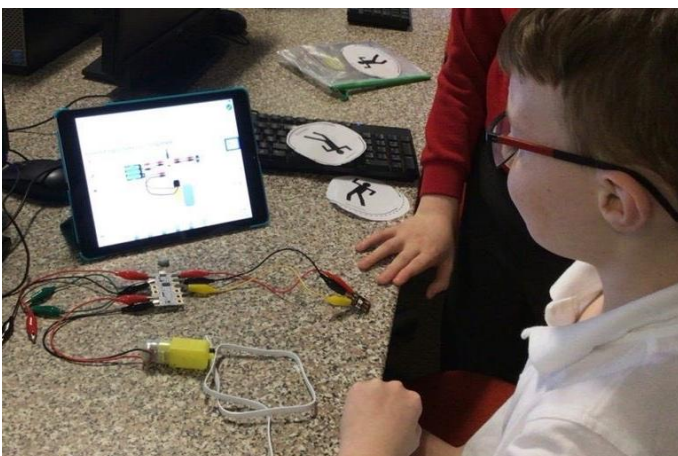


School Administrator

Candidate Information Pack

Closing Date: 3.00pm, Monday 22nd 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 School Administrator 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

School Administrator

Job Title: School Administrator

Location: Bewley Primary School (Billingham)

Start Date: 1st September 2026

Actual Salary: £24,864 to £26,706 (Grade H, SCP 14 to 17)

Hours of Work: 37 hours per week, term time only

Contract Type: Permanent

Closing Date: 3.00pm, Monday 22nd June 2026

Interviews: Friday 26th June 2026

About the Role

We are looking for a skilled, committed, enthusiastic and efficient School Administrator who can work as part of a team as well as using their own initiative to ensure quality support for the School.

Your key responsibilities will include:

- Provide support to the Headteacher and Senior Staff
- Dealing with all enquiries effectively, efficiently and politely
- Management of the school Arbor system
- Act as school lead for financial and administrative tasks, adhering to trust deadlines
- Other requirements as outlined in the job description

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 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.

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: School Administrator

GRADE: H (SCP 14 - 17)

REPORTS TO: Headteacher

MAIN PURPOSE: Organise and manage clerical and administrative systems. Contribute to the planning and development of support services.

TASKS:

Organisation

- Take a lead role in planning, development, design, organisation and monitoring of support systems/procedures/policies
- Liaise between managers/teaching staff and support staff

Administration

- Take a lead role in the development and maintenance of record/information systems
- Provide detailed analysis and evaluation of data and produce detailed reports/information as required
- Produce, and respond to, complex correspondence
- Provide organisational and complex advisory support to other staff
- Provide organisational and complex advisory support to the Governing Body
- Manage complex administrative procedures
- Be responsible for the completion and submission of complex forms, returns etc, including those to outside agencies, e.g. DCSF
- Manage the administration of financial and payroll systems

Resources

- Be responsible for the selection and management of resources, including management of a budget and regular audit of resources
- Provide advice and guidance to staff and others on complex issues
- Undertake research and obtain information to inform decisions
- Take a lead role in procurement and securing sponsorship/funding
- Manage service contracts
- Manage school licences and insurance
- Take a lead role in marketing and promoting the school
- Manage facilities including premises, lettings and associated income, building and projects etc
- Manage financial administration procedures
- Take a lead role in planning, monitoring and evaluation of budget
- Be responsible for the management of expenditure within an agreed budget
- Health & Safety management
- Manage financial transactions on school systems including all parent payments

Responsibilities

- Comply with and assist with the development of 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

- Develop constructive relationships and communicate with other agencies/professionals
- Share expertise and skills with others
- Participate in training and other learning activities and performance development as required
- Recognise own strengths and areas of expertise and use these to advise and support others
- 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.

Person Specification

POST TITLE: School Administrator
GRADE: H (SCP 14 - 17)

| | Essential | Desirable |
|--------------------------------------|--|---|
| QUALIFICATIONS/ TRAINING: | <ul style="list-style-type: none"> NVQ Level 4 or equivalent qualification in relevant discipline, e.g. Certificate in School Business Management (CSBM) OR appropriate experience Willingness to participate in training and development opportunities | <ul style="list-style-type: none"> ECDL or equivalent |
| EXPERIENCE: | <ul style="list-style-type: none"> Experience of development, management and operation of administrative systems Experience of working in a busy office environment with ability to manage multiple competing deadlines, multitask and oversee a varied workload | <ul style="list-style-type: none"> Experience of working in a school environment Payroll/finance experience |
| SKILLS/ KNOWLEDGE: | <ul style="list-style-type: none"> Excellent numeracy/literacy skills Effective use of specialist ICT packages Use of specialist equipment/resources Full working knowledge of relevant policies/codes of practice/legislation Ability to plan and develop systems Ability to relate well to children and adults Excellent verbal and written communication skills Work constructively as part of a team, understanding school roles and responsibilities and your own position within these Ability to self-evaluate learning needs and actively seek learning opportunities Ability to take a lead role in planning, monitoring and evaluation of budget | <ul style="list-style-type: none"> Knowledge of and ability to complete statistical returns Analytical and problem-solving skills |

| | | |
|-----------------------------|--|--|
| PERSONAL ATTRIBUTES: | <ul style="list-style-type: none">• Friendly and approachable manner• Self-motivated• Reliable and punctual• Flexible• Professional approach• 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: 3.00pm, Monday 22nd June 2026

Interviews to be held: Friday 26th 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.