



**North East  
Learning Trust**

**Admin Assistant  
Easington Academy**  
Applicant information pack

# **Administration Assistant**

## **Required as soon as possible**

### **Temporary (Maternity Cover)**

**37 hours per week Term Time  
plus 5 additional days**

**Grade 2, SCP 4-6 (£21,189-£21,968) actual salary (£18,696 -  
£19,383)**

Easington Academy is a part of the North East Learning Trust and is seeking to appoint an Admin Assistant to join our dedicated team.

At Easington Academy, students consistently achieve good GCSE results year-on-year and we are on a steady path of positive progress. In 2019 we were rated as 'Good' by Ofsted and we are now on a journey of excellence. Our primary aim is for each young person to be both courageous and caring, resilient and determined as they strive for excellence, an active and well-rounded citizen with deep integrity and one who respects others and contributes positively to society.

Our vision, along with all schools in the Trust, is that every child experiences excellence every day.

#### **We are committed to:**

- A vibrant learning community with enthusiastic and engaging students
- A positive and caring ethos
- An excellent learning environment and resources
- A team of hardworking, dedicated and friendly staff where everyone is valued
- A supportive and effective governing body

#### **We can offer:**

- National Terms and Conditions of Employment (NJC Green Book)
- Local Government Pension Scheme
- 31 days annual leave entitlement
- Employee Assistance Programme providing free confidential advice and counselling service 24/7 365 days per year

#### **The successful candidate will:**

- Have good literacy and numeracy skills
- Have knowledge of core administrative functions preferably in an educational setting
- Have the ability to work as part of a team
- Have sound administrative skills, including organisational and interpersonal skills
- Have the ability to use relevant ICT applications
- Have the ability to maintain high levels of confidentiality.

## **Deadline: Noon on Sunday 26<sup>th</sup> February 2023**

Shortlisting will take place on 27<sup>th</sup> February 2023 with interviews taking place later that week.

### **How to apply:**

Application packs can be downloaded from our website.

Letters of application should be no more than two sides of A4 and should be returned with application forms to Tracey Hann, [Tracey.Hann@easingtonacademy.co.uk](mailto:Tracey.Hann@easingtonacademy.co.uk) or by post to Tracey Hann, Support Services Manager, Easington Academy, Stockton Road, Easington, SR8 3AY. Please do not submit a CV unless it is to compliment your application form.

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff to share this commitment. All posts will be subject to receipt of satisfactory enhanced DBS disclosure, medical and reference checks. All pre-employment checks are in line with "Keeping Children Safe in Education" and the Trust's Safeguarding Policy which is available on our website.

# Job description

Post title: Admin Assistant  
Responsible to: Support Services Manager  
Responsible for: To provide day to day administrative support  
Salary Band: Grade 2 SCP4-SCP6

## Job Purpose:

To provide a high level of administrative support for the Senior Leadership Team, staff and pupils.

## Duties and responsibilities:

- To provide the highest levels of administrative support and customer service to the wider school community
- To provide administrative support to senior leaders, including organisational support for projects involving liaison with staff, students, parents and external providers
- To provide administrative support for events such as open evenings and parents' evenings. This will include attendance at these events
- To support the Support Services Manager with administrative tasks
- To ensure that school reception and incoming calls are resolved with the highest level of customer service
- To ensure the collection of data from students or parents for accurate maintenance of SIMS
- To administer the online payment system and receipt of income in line with school procedures
- To effectively use our financial systems to order stock and take receipt of all orders
- To work to school priorities and deadlines in line with agreed procedures.
- To undertake financial duties within the school admin office including processing orders, administration of petty cash and cash handling
- To support curriculum areas in the timely preparation of materials and resources
- To monitor security and ensure visitors to the site are dealt with appropriately
- To maintain manual and computerised records
- To distribute incoming mail and organise outgoing mail
- To support the ordering and distribution of school uniform
- To support the administration of room bookings
- To maintain and record information for school trips
- To provide cover for front office duties as and when required
- To be a part of the Support Services Team

**The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and**

**responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.**

## **Health and Safety**

It is the responsibility of individual employees at every level to take care of their own health and safety and that of others who may be affected by their acts at work. This includes co-operating with the Trust and colleagues in complying with health and safety obligations to maintain a safe environment and particularly by reporting promptly and defects, risks or potential hazards. Specifically:

- To report any incidents/accidents and near misses to your line manager
- To ensure own safety and safety of all others who may be affected by the Trust's business

## **Safeguarding**

The Trust has a Child Safeguarding policy and procedure in place and is committed to safeguarding and promoting the welfare of all its students, each student's welfare is of paramount importance to us and you are expected to share this commitment. All staff will fully comply with the Trust's policies and procedures, attend appropriate training, inform the Designated Person of any concerns, record any potential safeguarding incidents appropriately.

# Person specification

|                     | Essential  | Desirable   |
|---------------------|--|---|
| Education/training  | <ul style="list-style-type: none"> <li>• Good literacy and numeracy skills</li> <li>• First Aid qualification (or willingness to undertake)</li> </ul>   | <ul style="list-style-type: none"> <li>• Relevant qualification in office administration and/or ICT applications</li> <li>• Level 2 qualification in literacy and numeracy</li> <li>• Knowledge of core administrative functions in an educational setting</li> </ul> |
| Experience          | <ul style="list-style-type: none"> <li>• Experience of working in an administrative/customer services setting</li> <li>• General technical/resource support</li> <li>• Experience of working within financial procedures including cash handling</li> </ul>  | <ul style="list-style-type: none"> <li>• Relevant experience in a school/educational setting</li> </ul>   |
| Aptitude and skills | <ul style="list-style-type: none"> <li>• Well-developed negotiation skills</li> <li>• Ability to follow instructions and work to deadlines</li> <li>• Sound communication skills, both written and verbal</li> <li>• Ability to work as part of a team</li> <li>• Precision and speed required when maintaining all records</li> <li>• Sound administrative skills, including organisation and interpersonal skills</li> <li>• Ability to use relevant ICT applications e.g. MS Word, Access, Excel</li> <li>• Ability to maintain high levels of confidentiality</li> </ul> | <ul style="list-style-type: none"> <li>• Working knowledge of SIMS</li> </ul>   |
| Personal qualities  | <ul style="list-style-type: none"> <li>• Have energy, enthusiasm and initiative</li> </ul>   |   |

### **References:**

References will be requested prior to interview, except for non-teaching roles where there are exceptional circumstances, and the applicant does not give consent to do so on the application form.

### **DBS:**

North East Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

An application for a DBS certificate will be submitted for all candidates once they have been offered the position. For posts in regulated activity, the DBS check will include a barred list check. During the recruitment process, any offences, or other matters relevant to the position will be considered on a case-by-case basis.

Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure.

### **Pre-occupational health:**

Pre-occupational health check is an essential part of the selection and recruitment process to assess if any reasonable adjustments are required.

### **Equal opportunities:**

We are an equal opportunity employer. We want to develop a more diverse workforce and we positively welcome applicants from all sections of the community.

Applicants with disabilities will be granted an interview if the essential job criteria are met.