



Admin Assistant

Candidate Information

Start Date: January 2026

OPENING DOORS TO THE FUTURE

Welcome from the **Headteacher**

At Bishop Barrington Academy, we strive to promote an inclusive and safe school environment, where our highly ambitious curriculum meets the needs of all students and mutual respect underpins excellent relationships between staff, students and our community. All students, regardless of age or ability, should experience success and be celebrated for their achievements. Every decision has your child front and centre and it is our aim to help all our school community to be the best version of themselves.

A culture of high expectations is promoted through our RISE values, where Respect, Inspiration, Resilience and Excellence permeate through all aspects of our school, thus inspiring our children to embrace a highly stimulating learning environment, to work hard, to be independent and to take responsibility for their learning.

The extra-curricular offer at Bishop Barrington Academy is second to none, allowing our students, alongside our excellent educational offer and personalised pastoral support, to gain the essential skills required to become confident and successful learners who will thrive in a dynamic, ever-changing world.

Thank you and welcome to Bishop Barrington Academy, where our students are at the heart of everything that we do.

Mr C. Smith
Headteacher

Why work for **Advance Learning Partnership**

Advance Learning Partnership (ALP) is a child-centred, forward-thinking organisation where people truly matter. If you're looking for a role in a workplace that values collaboration, innovation, and professional growth, ALP offers the perfect opportunity to thrive.

A Culture of Excellence and Collaboration

- Our ethos, *'Your child is our child,'* underpins everything we do. We're proud to provide an environment where every decision prioritises the success of our children and the wellbeing of our team.
- As a **Times 100 Best Places to Work 2024** and **Investors in People Platinum Employer**, we are committed to creating a supportive and inclusive workplace. We were proud to be named **Medium Employer of the Year 2024** by Investors in People, highlighting our dedication to our employees.

Exceptional Benefits

- Pension Scheme with Generous Employer Contributions
- Flexible and Hybrid Working Opportunities
- Generous Annual Leave Entitlement
- Family-Friendly Policies

Wellbeing First

- Employee Assistance Programme including counselling and financial wellbeing advice.
- Health and Wellbeing Support including benefits like mental health support, physiotherapy, free flu jabs, and 24/7 GP services.
- Occupational Health Services ensuring you're looked after both physically and mentally.

Investing in Your Development

- Professional Growth: We're passionate about helping our staff develop. From bespoke CPD programmes to leadership pathways, we'll support you to achieve your career goals.
- Leadership Opportunities: Whether you're just starting out or ready to take the next step, we offer leadership development programmes to help you succeed.

Added Benefits

- Discount Schemes: Enjoy savings on shopping, travel and entertainment.
- Salary Sacrifice Options which include our electric car and cycle-to-work schemes.

Why Now?

This is an exciting time to join ALP. We are a growing organisation with a clear vision for the future, and our commitment to excellence means you'll be working in a dynamic, inclusive and forward-thinking environment.

At ALP, your contribution will make a real difference—not only to the lives of our children but also to your own personal and professional growth.

Join us and be part of something truly special.

The Admin Department

The School Administrative Department at Bishop Barrington Academy is dedicated to ensuring the smooth and efficient operation of all school-related administrative responsibilities. Our team plays a crucial role in supporting the school's daily activities, including managing communication between staff, students, and parents, organising school records, handling inquiries, coordinating events, and providing vital support to the academic and administrative staff. The department is committed to fostering a positive and organised environment that promotes the success of both students and staff.

This is an exciting time to become part of our dedicated and supportive administration team. With our recent Ofsted rating of "Good," our school is recognised for its strong leadership, effective management, and positive learning environment. This achievement reflects the hard work and commitment of our entire staff, and we are eager to continue building on this success.

As part of our administration department, you will play a key role in supporting the ongoing growth and development of the school. You'll be joining a collaborative team that values professional development, teamwork, and a positive work culture. Your contributions will directly impact maintaining the high standards that have been recently recognised.

If you're looking for an opportunity to make a difference in a thriving and forward-thinking school, now is the perfect time to join us.

The Person

- Has high expectations for all pupils.
- Possesses excellent listening and communication skills.
- Displays a high level of organisational skills, both verbal and written.
- Displays a high level of organisational and time management proficiency.
- Exemplifies the values and ethos of the school as a positive role model.
- Collaborates as a team player, demonstrating flexibility and commitment to contributing actively to a full program of extra-activities.
- Exhibits excellent people management skills.
- Exhibits excellent people management skills.

Job Description

JOB TITLE	Admin Assistant
CONTRACT TYPE	Permanent, Term Time Only
HOURS	37 Hours per week
ACCOUNTABLE TO	Office Manager / Senior Leadership Team
GRADE	Grade 3 SCP (4-6). £21,458-£22,490
REQUIRED	January 2026

RESPONSIBILITIES OF ALL POST HOLDERS

ETHOS

Employees are expected to support and contribute to the school ethos.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post-holder. It is not a comprehensive statement of procedure and tasks but sets the main expectations of the school in relation to the post holder's professional responsibilities and duties.

The Trust is committed to safeguarding and promoting the welfare of children and expects all employees and volunteers to share this commitment. This post is subject to signing our ICT Employee User Policy and having a satisfactory Enhanced DBS Certificate.

GENERAL EXPECTATIONS

Employees will:

- Contribute effectively to the work of the school and to the achievement of the 'School Improvement Priorities'.
- Play a full part in the life of the school community, to support our distinctive aims and ethos, to encourage employees and pupils to follow this example.
- Follow school policy regarding care, support and supervision of pupils.
- Attend training and development activities and courses, ensuring continuing, personal and professional development.
- Contribute to a welcoming school culture by promoting mutual respect for all.
- Comply with any reasonable request from a leader to undertake work of a similar level that is not specified in this job description.
- Work as a team member.
- Act as a role model to pupils in speech, dress, behaviour and attitude.

- Have common duties in the areas of: Quality Assurance, Communication, Professional Practice, Health & Safety, and General Management (where applicable), Financial Management (where applicable), Appraisal, Equality & Diversity, Confidentiality and Induction.

RESPONSIBILITIES FOR ALL SUPPORT STAFF EMPLOYEES

Support Staff will:

- Maintain personal expertise, to be a role model and promote high expectations for all members of the school community through their role within the structure.
- Model the values, ethos and vision of the Trust.
- contribute to the overall ethos, work and aims of the Trust.
- Maintain at all times the utmost confidentiality with regard to all records, personal data relating to staff, pupils and other information of a sensitive or confidential nature.
- Attend relevant meetings as required.
- Be aware of and comply with policies and procedures relating to safeguarding, child protection, confidentiality and data protection, reporting all concerns to an appropriate person.
- Show a duty of care to pupils and staff and take appropriate action to comply with health and safety requirements at all times.
- Be aware of, and support, difference, ensuring that all pupils have access to opportunities to learn and develop.
- Maintain good relationships with colleagues and work together as a team.
- Appreciate and support the role of other professionals.
- Attend any training courses relevant to the post, ensuring continuing, personal and professional development.
- Demonstrate and promote commitment to equal opportunities and to the elimination of behaviour and practices that could be discriminatory.

SPECIAL CONDITIONS OF THE POST

CONDITIONS OF THIS POST

- The post holder will be expected to undertake any appropriate training provided by the Trust to assist them in carrying out any of the above duties.
- The post-holder will be expected to contribute to the protection of children and vulnerable adults, as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager.
- The post-holder will be required to promote, monitor and maintain health, safety and security in the workplace. To include ensuring that the requirements of Health & Safety at Work Act, COSHH, and all other mandatory regulations are adhered to.
- An Enhanced Disclosure with the Disclosure and Barring Service (DBS) will be undertaken before any appointment can be confirmed.
- Follow all school medical/health policies.
- To provide first aid, if appropriate, ensuring timely referral to the health service in emergency situations and deciding on the appropriate action. This includes liaising with parents/guardians/carers where necessary.
- To complete first aid training as required and ensure that records are kept up to date.

SPECIFIC RESPONSIBILITIES OF THIS POST

RESPONSIBILITIES FOR ADMIN ASSISTANTS

All Admin Assistants will:

- To be based at the school reception desk.
- To provide high standards of telephone and reception skills when communicating with outside agencies, parents/carers, governors, staff and students
- To provide a professional image when greeting visitors and other stakeholders
- To prioritise telephone calls and visitor queries and deal with all requests appropriately, accurately record messages and signpost as required
- To ensure visitor signing in procedures are followed correctly including safeguarding checks.
- To open, sort and distribute incoming mail and also deal with all outgoing mail, including taking deliveries to the post office as required.
- To assist in taking delivery of all supplies and redistribute to appropriate departments. To complete GRN's as appropriate. To maintain records on ALP system for any orders placed and/or received and produce to Finance on a day to day basis.
- School transport point of contact including issuing bus passes on a termly basis, ensure payments are received and all records are kept up-to-date.
- To update postal spreadsheets on a weekly basis, sending to Finance every half term. Requesting credit when necessary from Finance.
- To open, sort and distribute incoming mail and also deal with all outgoing mail, including taking deliveries to the post office as required.
- To lead on hospitality requests (provide refreshments) when required.
- To lead on reprographic requests and ensure a timely completion and process is followed.
- To register students and staff on the biometrics system.
- To ensure staff pigeonholes are updated regularly with leavers/new starters.
- To maintain office stationary levels.
- To assist with new intake including processing consent forms.
- To be First Aid trained (training provided).
- To be a school Fire Marshall.

The above list of duties and responsibilities are not an exhaustive definition of all tasks associated with the post.

Person Specification

Criteria	Essential	Desirable	
Application	A well-structured letter of application indicating interests and strengths in the role.	*	
	Fully supported in references.	*	
Qualifications and Professional Development	5 GCSE (A*-C) including Math's and English or equivalent.	*	
	NVQ Level 2 or 3 in Business/School Administration (or relevant subject).	*	
	Commitment to further enhance knowledge & skills.	*	
	A First Aid Certificate (or willingness to undertake training).	*	
Experience	Advanced knowledge & skills in the use of MS Word & Excel.	*	
	Knowledge of SIMS.		*
	Experience of working in a school environment.		*
Qualities & Values	Excellent ICT skills and data input e.g. Word, Excel.	*	
	Good verbal and written communication skills appropriate to the need to communicate effectively with colleagues, students and other professionals.	*	
	Excellent organisational skills.	*	
Personal Attributes	Able to follow direction and work in collaboration.	*	
	Able to work as team member to achieve common goals.	*	
	Able to work flexibly to support others and respond to unplanned situations.	*	
	Enthusiasm and self-confidence.	*	
	Able to follow direction and work in collaboration with line management and SLT.	*	
	Embody the ethos and values of the Trust.	*	

Assessment against the criteria above will be through the application form, letter of application, work related assessments, interview process and references.

Application Guidance

Please return a completed application form in full ensuring you have provided accurate information, including the names, addresses and relevant contact details of two referees together with your letter of application.

The letter of application should be no more than two sides of A4 and should set out the particular strengths that you would bring to the post and how you feel you meet the criteria outlined in the job description and person specification. Applications received after the closing date/time will not be considered.

Please ensure you also complete and return the required DCCR form. Completed applications must be received by the school by **9am, Monday 15th December 2025 addressed to:**

**Bishop Barrington Academy
Woodhouse Lane
Bishop Auckland
County Durham
DL14 6LA**

or by e-mail to the PA of the Senior Leadership Team Ms H Hutchinson, h.hutchinson@bishopbarrington.org.uk

AFTER SUBMITTING YOUR APPLICATION

If you have not heard from us within 4 weeks please assume that you have been unsuccessful on this occasion.

Shortlisted Candidate Guidance

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.

DIGITAL CHECKS

Online searches may be conducted as part of the Trust's due diligence checks. [Section 226. KCSIE 2024.](#)

DBS

Advance Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all employees 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 checks are 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.

As a disability confident employer, we are committed to employing disabled people and people with health conditions making reasonable adjustments to support disabled applicants when required.