



**Administration Assistant, Full Time (37 hours per week)  
Required for May 2025  
Job Reference Code: FET 029/2103  
Term time plus 2 weeks (40 weeks)  
Salary Range: FET Scale 5-6 - £24,790 – £25,183 pro rata  
(Actual salary £21,704 - £22,049)**

Furness Education Trust is a multi-academy trust based in Barrow in Furness, Cumbria serving the Furness Community, located near the centre of the historic shipbuilding town and close to the southern boundary of the Lake District National Park. Currently comprised of six academies, including Furness Academy and five primaries, the Trust aims to develop best practice in each school across the whole Trust, by collaborating and working together to give the best of everything to every child. Furness Academy is part of a growing Trust, and we are seeking new staff to join our team to provide the same high quality learning experience that has brought Furness Academy to its rising popularity.

Furness Academy are looking to appoint a highly motivated and efficient Administration Assistant. We are looking to recruit a flexible, enthusiastic person to deliver a high standard of administrative support across a broad range of duties.

**We are:**

- A seven school multi-academy Trust with over 2600 students, four schools rated Ofsted Good and two rated Ofsted Outstanding, with excellent potential for the future;
- A family of schools with a comprehensive intake, playing a key role in our local community and a strong foundation of moral purpose;
- A Trust that has at its heart a sense of ambition and determination to deliver excellent teaching, care and holistic school experience.
- A Trust whose work is underpinned by the values of collaboration, aspiration, excellence and integrity to deliver the best possible education and opportunities for all students.

**We will offer you:**

- A very welcoming Trust where the development of every person matters.
- Hard-working, committed and aspirational staff and students.
- The whole-hearted support of the Administration Team and Furness Education Trust's Leadership Team.
- A range of staff benefits, including access to state of the art gym facilities and spinning classes, free refreshments and cycle to work scheme.

**You will:**

- Undertake bulk photocopying.
- Contribute to planning, development, design, organisation and monitoring of support systems/procedures/policies for teachers in relation to the curriculum.
- Under the direction of the Administration Manager, to produce high quality key documents for both teaching and associate staff, including, but not limited to, resources for the curriculum for approval.
- Under the direction of the Administration Manager, to produce simple and complex documents to support the delivery of high-quality curriculum to students via the teaching staff.
- Assist with the production of leaflets, display work, teaching materials, classroom aids and brochures as required, to a high standard.
- Contribute to the planning, development and organisation of support service/systems/procedures/policies.
- Under the direction of the Administration Manager, train and develop staff as appropriate.
- Assist with the provision of print services to the academy, specifically, but not limited to organising the maintenance, repair and servicing of photocopying machinery.
- Undertake general administration duties including reception.
- Assisting in the setup, configuration and maintenance of the school laptop scheme.
- Obtaining information on software and hardware issues from students to relay to the IT team to resolve.
- Assisting in the implementation and management of school technology initiatives.
- Maintaining inventory of all technological equipment and software licences.

Furness Academy is committed to safeguarding and promoting the welfare of its students. All applicants are subject to the requirements of the Safeguarding Children and Safer Recruitment in Education guidelines. This will include checks with past employers and the need for the successful applicant to hold or undergo a suitable enhanced DBS disclosure. This is a permanent post.

**Closing date: Friday 18<sup>th</sup> April 2025**  
**Shortlisting date: Tuesday 22<sup>nd</sup> April 2025**  
**Interviews: To be confirmed**

For further information or enquiries regarding this post, please contact the HR Manager on 01229 484277 or via email to [hrrecruitment@furnessacademy.co.uk](mailto:hrrecruitment@furnessacademy.co.uk), or alternatively you may download an information package and application form from our website at [www.furnessacademy.co.uk](http://www.furnessacademy.co.uk). Please note we only accept CVs with a fully completed application form.