



Northern  
Lights  
LEARNING TRUST

**ADMIN ASSISTANT  
ST HELEN'S PRIMARY SCHOOL**

**APPLICATION  
PACK**





# Northern Lights



We are a Multi-Academy Trust currently comprising ten schools – primary and secondary – and over 4,200 children and young people in an area stretching from Teesside through to Wearside.



We are a Teaching School Hub, one of 87 DfE centres of excellence for teacher training and development, focused on some of the best schools and multi-academy trusts in the country.



We are an Early Years Stronger Practice Hub, set up by the DfE to provide advice, share good practice and offer evidence-based professional development for early years practitioners.

## OUR SCHOOLS



**Benedict Biscop CE Academy**  
Sunderland



**Dame Dorothy Primary School**  
Sunderland



**Grange Primary School**  
Hartlepool



**Hart Primary School**  
Hartlepool



**Holley Park Academy**  
Washington, Sunderland



**Ian Ramsey CE Academy**  
Stockton-on-Tees



**St Aidan's CE Academy**  
Darlington



**St. Helen's Primary School**  
Hartlepool



**St. Peter's Elwick CE Primary School,**  
Hartlepool



**Venerable Bede CE Academy**  
Sunderland

Every Northern Lights school has its own values and its own vision and that's really important to us because all of our schools are there to serve our community but equally, our Trust is there to serve each other.

We do that with humility and with an openness because at Northern Lights it's not all about the academic – that is really important to us – but we know, as a Trust, we are successful if we have ensured that in an holistic way our children and young people have had every opportunity to experience, to flourish, to thrive, to understand the wonder and the joy of the world around them.

– Jo Heaton OBE, Chief Executive, Northern Lights Learning Trust



## Welcome from the CEO

Thank you for your interest in the position of Admin Assistant within Northern Lights Learning Trust.

We are a growing Multi-Academy Trust that is currently made up of 3 secondaries and 7 primaries across Wearside and Teesside, with our central offices based in Seaham. We educate over 4200 pupils and employ over 550 members of staff and serve a diverse range of schools and communities. Each of our schools have their own individual ethos, values and vision, which sit together as part of our Northern Lights vision of 'Shining Together and Stronger Together'. As a CofE MAT, our schools are a mixture of Church and non-Church schools that range in size and levels of disadvantage. We see this diversity as a real strength to learn from and work with each other.

As a Multi-Academy Trust we are at the heart of the current educational landscape, as a designated DfE Centre of Excellence as a Teaching School Hub and DfE Early Years Hub, responsible for teacher development across all ages and phases of education, working with over 300 schools. We are collaborative in our approach and value professional development highly in all we do.

We seek to be an employer of choice, with 100% of staff satisfaction in our latest survey, *'I am proud to work for a forward-thinking Trust who put people development at the heart'*. We seek to support our staff to develop and thrive.

We are looking for someone whose values align with us as a Trust and has the drive and ambition to work collaboratively to provide the best opportunities and outcomes for our young people.

We look forward to receiving your application.

Yours faithfully

Jo Heaton  
Chief Executive Officer

## Welcome from the Head of School



Thank you for your interest in the Admin Assistant post at St. Helen's, where it is my privilege to serve as Headteacher.

I am truly passionate about the education and potential of all our pupils. Our school vision is to create a school that enables all pupils (no matter what background or starting point) to achieve their full potential and promotes the school as a beacon within our community, where aspirations are achieved, and dreams are a reality for all pupils, staff and families.

This is achieved through a relentless focus on high-quality learning and teaching, where all staff are accountable for ensuring our pupils develop a love of learning and achieve their full potential. Individual strengths and needs will be recognised and learning will be personalised to meet those needs.

Classrooms will be vibrant, engaging, supportive and welcoming and pupils will be proud of their work and their achievements. Every stakeholder will feel valued and part of the whole school community and parents will be proud to send their children to St. Helen's Primary School knowing that they are accessing excellent provision.

High aspirations for pupils will always remain at the 'core' of whatever we do and their academic, social and emotional well-being will always be of paramount importance to all stakeholders involved in St. Helen's Primary School.

Thank you for your interest in our school. Visits to the school are welcome, by prior agreement.

Best regards,  
Marcus Newing

ADMIN ASSISTANT  
**1 year fixed term position required for September 2025**  
**St Helen's Primary School**

NJC SCP 4-5, £24,404-£24,790 Per Annum, Pro Rata Salary  
32.5 Hours, Term Time plus 3 days

Are you organised, enthusiastic and welcoming?  
Do you thrive working in a busy office environment?  
Would like to make a difference to children's learning and well-being?

Northern Lights Learning Trust are looking to welcome an enthusiastic and reliable admin assistant to support pupils, parents, staff and governors at our school. There will be the opportunity to work closely with other admin teams across the trust. Flexibility will be essential. In return, you will benefit from inspirational and dynamic leadership and be empowered to develop your own skills with access to great CPD opportunities.

The successful candidate will:

- Provide a welcoming environment front of house.
- Possess excellent communication and IT skills.
- Be confident in dealing with children and adults.
- Keep calm under pressure whilst maintaining confidentiality.
- Be enthusiastic and supportive of the Academy ethos.

If this is you, we would really welcome your application.

**In return you will receive:**

- A supportive working environment that puts people at the heart of the organisation.
- Continuous professional development, including the opportunity to undertake related qualifications.
- National Terms and Conditions of Employment.
- Local Government Pension Scheme
- The opportunity to work as part of a growing Trust and shape this role.

Details of the school can be found on the school website:  
[www.sthelensprimaryschool.co.uk](http://www.sthelensprimaryschool.co.uk)

### **CLOSING DATE:**

<b>Applications must be received by:</b>	<b>11<sup>th</sup> July 2025</b>
<b>Shortlisting will take place on:</b>	<b>14<sup>th</sup> July 2025</b>
<b>Interviews will take place on:</b>	<b>16<sup>th</sup> July 2025</b>

### **HOW TO APPLY:**

Letters of application should be returned, along with a Northern Lights Learning Trust application form, to [recruitment@nllt.co.uk](mailto:recruitment@nllt.co.uk) or by post to St Helen's Primary School, Durham Street, Headland, Hartlepool, TS24 0HG.

Applications will only be considered on receipt of an application form, CV's and other forms of application will not be accepted. For further information, please contact the school on 01914170303.



## **JOB DESCRIPTION**

Post: Admin Assistant (32.5 hours, term time plus 3 days)

Responsible to: Business Manager

Salary Band: NJC SP 4-5

Start date: ASAP

## **OVERALL RESPONSIBILITY**

- To provide administrative support to the school
- To be responsible for attendance and upkeep of daily registers
- To provide excellent customer services as front of office
- To support with financial administration

## **DUTIES**

### **Principal Duties:**

Providing support for Pupils, Teachers, Office Manager, and the whole school as outlined below:

- Providing personal, administrative, and organisational support to other staff and to the Governing Body with regard to data, working under the direct supervision of the Office Manager.
- To manage, collect, record, compile, and present data both manually and electronically, in order to maintain a comprehensive, up to date paper and electronic filing and information system, using standard reports, various software and responding to ad hoc queries, where appropriate.
- Undertaking word-processing, data entry and other IT based tasks.
- Managing manual and computerised record and information systems effectively.
- Contribution to the planning, development and monitoring of support services, systems and procedures.
- Analysing and evaluating data and information to produce reports.
- Compiling, analysing, and monitoring attendance.
- To be enthusiastic in developing own expertise and skills to ensure all administrative systems in school are run effectively.

- Carrying out any other duties, appropriate to the grade of the post, which the Headteacher or Office Manager may direct from time to time.
- Exercising confidentiality and discretion at all times, having due regard to Academy policies with respect to confidentiality of children's data.
- Participating in the Performance Management system for the appraisal of own performance by setting and agreeing objectives with the appropriate line manager.

**Shared responsibilities:**

- Providing general reception duties including answering telephones, checking identities, taking messages, and responding to enquiries, data entry, receiving and dispatching post.
- Clerical and administrative support including maintaining office systems, data entry, photocopying and providing information to pupils, parents, staff and governors.
- Working collectively to ensure the efficient systems are in place in the school office, including managing the school calendar, text messaging system, emails, and hospitality.
- Undertaking basic maintenance of office equipment and arranging servicing and repair of school equipment.

**Main responsibilities:**

- Managing the use of external services such as the text messaging system, social media, and parent payment system.
- Undertaking routine administration of school lettings (if applicable) and other uses of school premises, including management of bookings for the meeting room (internal).
- Assisting with the marketing and promotion of the school, including newsletters, brochures and prospectuses and regularly update the school website and social media to ensure effective communication with parents and the wider community.
- Liaise with the extended services team, providing registers, attendance information and communication with external coaches.
- Working in conjunction with the Office Manager to reconcile all income and banking in accordance with the Academy Trust Handbook and financial regulations.
- Reconciliation of the school meals payment system with MIS system and liaison with the kitchen for school meal numbers on a daily and weekly basis.



- Assist in the monitoring of school payment balances.
- Data entry of pupil assessments to the tracking system and integrate data with MIS system.
- Managing attendance processes by monitoring of pupil absence according to academy and national policy providing daily reports to the Headteacher and Senior Leadership Team where necessary.
- Support with admissions, including maintaining up to date records of enquiries and waiting lists, and data entry of admissions to MIS system.
- Collating of pupil induction information and the management of these within school.
- Management of all pupil information across school, including individual pupil files and MIS system, and updating pupil information in a timely manner.
- Completing and submitting complex forms and returns including those to outside agencies e.g. DfE, EFA and LA.

**Additional responsibilities – the post holder must:**

- Promote and safeguard the welfare of the children and young people that they are responsible for or come into contact with.
- Act in compliance with data protection principles in respecting the privacy of personal information held by the Academy.
- Comply with the principles of the Freedom of Information Act 2000 in relation to the management of Academy records and information.
- Carry out their duties with full regard to the Academy's Equal Opportunities Policy, Code of Conduct, Child Protection Policy, and all other Academy Policies.
- 
- Comply with the Academy Health and Safety rules and regulations and with Health and Safety legislation.

## PERSON SPECIFICATION

### ADMIN ASSISTANT

CATEGORY	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
<b>APPLICATION FORM</b>	1. Well-presented and complete application form		Application
<b>QUALIFICATIONS</b>	1. GCSE C or above in Maths and English (or equivalent)	1. Current valid driving licence and appropriate car insurance for business use	Application and certificates
<b>EXPERIENCE</b>	1. Previous experience of working in a busy office environment 2. Experience of working with a variety of stakeholders e.g. pupils, parents, staff, governors or external agencies	1. Experience of working in a school 2. Experience of handling money	Application Interview References
<b>APTITUDE AND SKILLS</b>	1. Ability to undertake a range of office administration tasks. 2. Confidence in delivering accurate information, both oral and written to a variety of audiences 3. Good team-working, interpersonal,	1. Ability to encourage others to make the best use of their abilities. 2. Ability to liaise effectively with senior management team. 3. Awareness of website and social media platforms used in marketing. 4. A working knowledge of a	Work related Task. Interview References

and listening skills

4. Ability to prioritise workloads; excellent time management and organisational skills in order to meet deadlines.
5. Ability to work independently.
6. Excellent level of IT skills, including Microsoft Office, email, and database programmes

MIS system e.g.

SIMS/Scholar

Pack

5. An understanding of the statutory requirements of legislation concerning schools

<p><b>PERSONAL QUALITIES TO INCLUDE</b></p>	<ol style="list-style-type: none"> <li>1. Supportive of the school's ethos and aims.</li> <li>2. Caring attitude towards pupils and parents</li> <li>3. Ability to deal with confidential matters sensitively and discreetly.</li> <li>4. Hardworking, energetic, and enthusiastic</li> <li>5. A good health and attendance record</li> <li>6. Flexible approach to work as required by the needs of the school.</li> </ol>	<ol style="list-style-type: none"> <li>1. Open-minded and creative, with an ability to use initiative and be innovative</li> <li>2. Willingness to contribute to academy life</li> </ol>	<p>Work related task. Interview References</p>
	<ol style="list-style-type: none"> <li>7. Excellent oral and written communication skills</li> </ol>		
<p><b>OTHER</b></p>	<ol style="list-style-type: none"> <li>1. Fully supportive references</li> <li>2. Fully enhanced DBS clearance with children's barred list check</li> </ol>		<p>References Enhanced DBS certificate</p>



**References:**

References will be requested prior to interview, unless there are exceptional circumstances, and the applicant does not give consent to do so on the application form. Please contact us to discuss further if you do not consent.

**DBS:**

Northern Lights 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.**

**Safeguarding:**

Northern Lights Learning Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Everyone who comes into contact with children and their families and carers has a role to play in safeguarding children. To fulfil this responsibility effectively, all professionals should make sure their approach is child centred. This means that they should consider, at all times, what is in the best interests of the child.

**Pre-employment occupational health:**

Pre-employment occupational health checks are an essential part of the selection and recruitment process to assess if any reasonable adjustments are required. In some circumstances, an appointment with Occupational Health may be required to assess fitness for the role.

**Equal opportunities:**

Northern Lights Learning Trust 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.