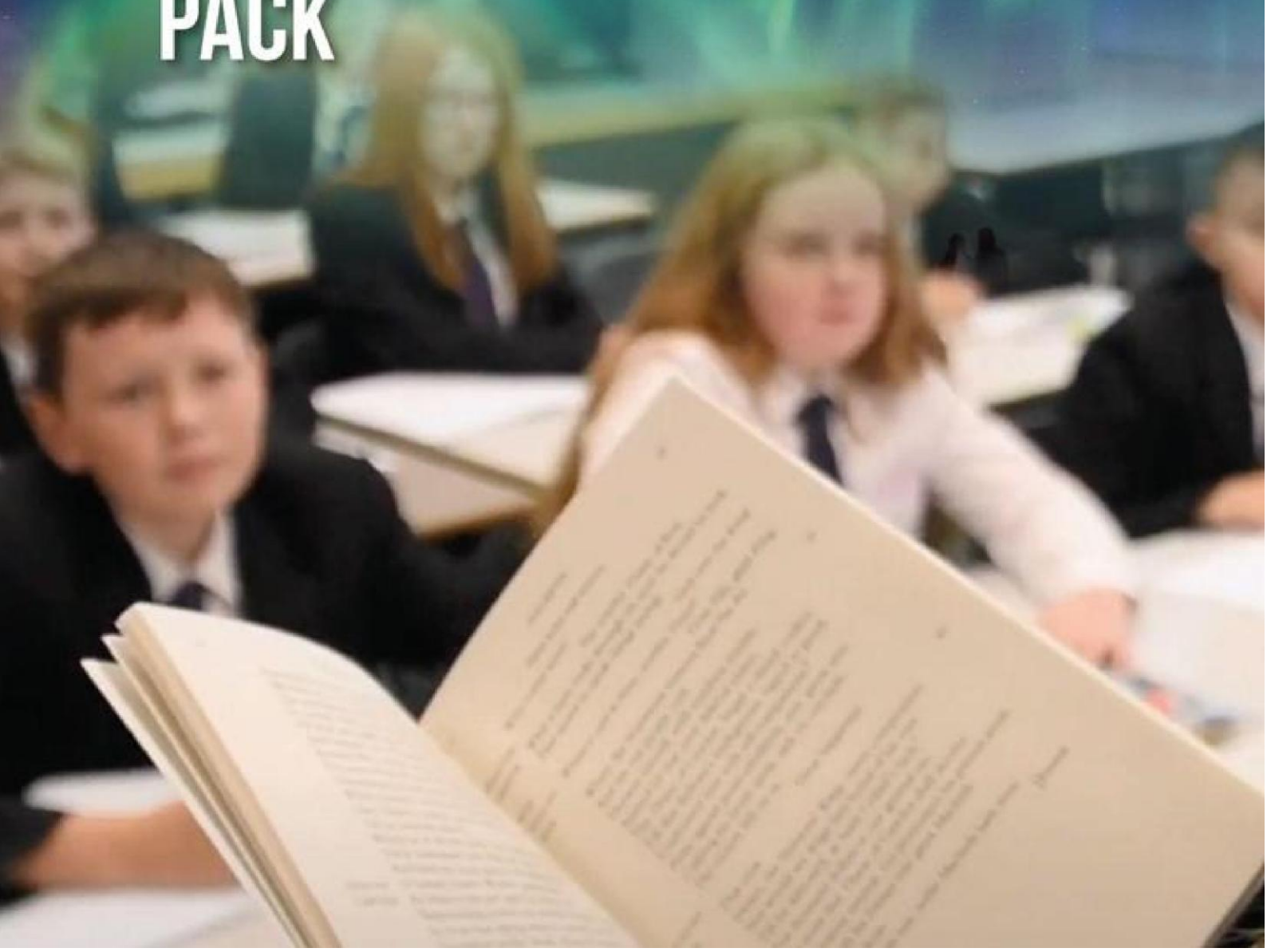




**Northern
Lights**
LEARNING TRUST

**ADMINISTRATION
VENERABLE BEDE CE ACADEMY**

**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.



We provide Initial Teacher Training, a school-based learning opportunity where you will train in a highly personal, supportive and creative environment, with purpose and challenge at the heart of it all.

OUR SCHOOLS



Benedict Biscop CE Academy
Sunderland



Dame Dorothy Primary School
Sunderland



Firthmoor Primary School
Darlington



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 Administration 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 600 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 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 post of Administration Assistant at Venerable Bede, where it is my privilege to serve as Head of School. We are a popular secondary school serving our local community. We sit on the border of Ryhope, Silksworth and Doxford Wards in Sunderland, but we have pupils who attend our school from across the City and beyond. It is our goal to provide an inclusive education, within the context of our local community, in which the rights of everyone are respected, regardless of personal beliefs. We are proud to be a school at the heart of our community.

We are a medium sized secondary school, built to accommodate 900 pupils. Our fundamental aim is to equip our pupils with the qualifications and skills which they will need to take their place in a modern British society. We hope that we play our part in helping our pupils understand how to live “Life in all its fullness” (John 10:10). Our mission statement is “To create a stimulating, secure and caring environment within which all members of our community will realise their potential in the light of the Christian Gospel.” This is embodied in our school motto: “Soar to the Heights Together”.

We want all of our pupils to reach their full potential. For each of our pupils we hope that with the guidance and support of their families and teachers, each of them will be able to develop their individual talents and fulfil their lifelong goals. I firmly believe that all children should have equal chance of success. It should be our goal in schools to enable all pupils to thrive, instilling in them a thirst for knowledge, and enabling them to understand how they play their part in unlocking their potential.

Every child deserves the right to a broad and balanced curriculum. At Venerable Bede Academy, we offer a DEEP curriculum to every child that spans 7 years as we have a range of transitional opportunities with our primaries (Y6) and local colleges (Y12).

Thank you for your interest in our academy. Visits to the school are welcome, by prior agreement. Please contact Donna Mitchell, School Business and Operations Manager on 0191 5239745 to express an interest.

Tracey Burgess

Headteacher

ADMINISTRATION ASSISTANT

Permanent position required for as soon as possible

Venerable Bede CE Academy

NJC SCP 4-5

£25,185- £25,583 Per annum

(£22,121 - £22,470 actual per annum)

40 Weeks, Term time plus 5 days (INSET) and one week during school holidays

Northern Lights Learning Trust are looking to welcome an enthusiastic and reliable Administration assistant to support pupils, parents, staff and governors at our school. There will be the opportunity to work closely with other Administration 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
- The opportunity to work as part of a growing Trust and shape this role
- Continuous professional development
- A range of Trust initiatives that improve wellbeing. Current initiatives include an annual wellbeing day.
- National Terms and Conditions of Employment
- Teachers' Pension Scheme/ Local Government Pension Scheme

Employee welfare and benefits package including:

- 24-hour GP access
- Nurse support service
- Mental health services, including stress management, mental health first aid training and bereavement support
- Free Flu vaccinations
- Counselling Services
- Physiotherapy
- Financial wellbeing coaching
- Maternity and Paternity support
- Menopause support
- Access to useful wellbeing resources
- Cycle to work scheme
- Lifestyle savings including discounts on shops, food and drink and days out

CLOSING DATE:

Applications must be received by: 23rd of January 2026, 12 noon.

Short Listing will take place on: 26th January 2026

Interviews will take place on: 29th January 2026

HOW TO APPLY:

Letters of application should be returned, along with a Northern Lights Learning Trust application form, to recruitment@nllt.co.uk or by post to Northern Lights Learning Trust, Spectrum Business Park, Lighthouse View, Building 2, Seaham, SR7 7PR.

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 0191 5239745.

Details of the school can be found on the school website: venerablebede.co.uk

JOB DESCRIPTION

Post: Administration Assistant

Responsible to: School Business and Operations Manager

Salary band: NJC SCP 4-5

Start date: ASAP

Key purpose of role:

- 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

Key Responsibilities

Principal Duties:

Providing support for Pupils, Teachers, School Business and Operations 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 School Business and Operations 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 School Business and Operations Manager may direct from time to time.
- Exercising confidentiality and discretion at all time, 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 School Business and Operations 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 ADMINISTRATION ASSISTANT

CATEGORY	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
APPLICATION FORM	1. Well-presented and complete application form		Application
QUALIFICATIONS	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
EXPERIENCE	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
APTITUDE AND SKILLS	1. Ability to undertake a range of office administration tasks 2. Confidence in delivering accurate	1. Ability to encourage others to make the best use of their abilities 2. Ability to liaise effectively with senior	Work related Task Interview References

	<p>information, both oral and written, to a variety of audiences</p> <ol style="list-style-type: none"> 3. Good team-working, interpersonal 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 	<p>management team</p> <ol style="list-style-type: none"> 3. Awareness of website and social media platforms used in marketing 4. A working knowledge of a MIS system e.g. SIMS/Scholar Pack 5. An understanding of the statutory requirements of legislation concerning schools 	
PERSONAL QUALITIES TO INCLUDE	<ol style="list-style-type: none"> 1. Supportive of the school's ethos and aims 2. Caring attitude towards pupils and parents 3. Ability to deal with confidential matters sensitively and discreetly 4. Hardworking, energetic and enthusiastic 5. A good health and attendance record 	<ol style="list-style-type: none"> 1. Open-minded and creative, with an ability to use initiative and be innovative 2. Willingness to contribute to academy life 	<p>Work related task Interview References</p>

	6. Flexible approach to work as required by the needs of the school 7. Excellent oral and written communication skills		
OTHER	1. Fully supportive references 2. Fully enhanced DBS clearance with children's barred list check		References Enhanced DBS certificate

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.

Artificial Intelligence and Recruitment at Northern Lights Learning Trust

Northern Lights Learning Trust is committed to embracing innovation while maintaining fairness and integrity in our recruitment processes. We recognise that candidates may choose to use AI tools to support the preparation of their applications. While this is acceptable, we expect all submissions to reflect the applicant's own experiences, values, and suitability for the role and it is essential that AI is used appropriately.

AI must not be used to:

- provide misleading or false information at any stage of the application journey
- inflate or invent qualifications, skills or experience
- complete assessments as part of the recruitment process
- create generic responses and copy them into your application

If you have any questions about the use of AI in your recruitment process with us, please email: hadmin@nllt.co.uk