



Northern  
Lights

LEARNING TRUST

Admin Assistant  
DAME DOROTHY PRIMARY SCHOOL  
APPLICATION PACK



# Northern Lights



We are a Multi-Academy Trust currently comprising 12 schools – primary and secondary – and over 4,600 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



**Tilery Primary School,**  
Stockton-on-Tees



**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 Class Teacher within Northern Lights Learning Trust.

We are a growing Multi-Academy Trust that is currently made up of 3 secondaries and 9 primaries across Wearside and Teesside, with our central offices based in Seaham. We educate over 4600 pupils and employ over 700 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 OBE  
Chief Executive Officer



## Welcome from the Head of School

As Head of School, I am incredibly proud of our community at Dame Dorothy Primary School and fully committed to ensuring that every child feels they belong, learns well and flourishes. I am immensely proud of all that we achieve together and am driven to ensure every child's journey with us is the very best it can be.

Dame Dorothy Primary School is a caring, family-orientated school at the heart of our community, where nurture, respect and high expectations underpin everything we do. We are passionate about developing the whole child, and central to this is our strong commitment to promoting healthy bodies and healthy minds.

We are proud to be an active school where physical wellbeing is an integral part of daily life. Through our Daily Mile, lunchtime activities and extended school offer, we promote regular exercise, teamwork and a lifelong love of being active. We believe that children learn best when they are physically and emotionally well, and we actively create opportunities for all pupils to thrive in both body and mind.

But don't just take my word for it—our children say it best:

- *"I love Dame Dorothy because no matter what gender, nationality or religion, everyone is welcome."*
- *"I love Dame Dorothy because there is lots of sports to play. The running club is my favourite, and I won a gold medal at sports day."*
- *"I love how Dame Dorothy assemblies give me the chance to share what I do outside of school in my karate competitions."*

These voices reflect what makes our school so special: a place where children feel included, celebrated and inspired to achieve their very best both in and beyond the classroom. Our curriculum is engaging, providing opportunities that extend learning far beyond the classroom. We strive to develop children who are resilient, active, creative and independent learners, with the knowledge, confidence and foundational skills they need for the future.

Our mission is to provide a safe, happy and nurturing environment where all children can flourish and where every member of our school community plays a vital role. We are therefore looking for enthusiastic, positive and resilient individuals to join our dedicated and highly skilled team. A non-judgemental, kind and compassionate approach is essential for anyone wishing to join our school family.

If you are interested in joining our team and would like to arrange a visit, please contact the school office on 0191 250 5525. We look forward to receiving your application.

Kind regards,  
*Laura Tullock*

## **ADMIN ASSISTANT**

**1-year fixed term position required for September 2026**

### **Dame Dorothy Primary School**

**NJC SCP 3-4, £24,796-£25,185 Per Annum, Pro Rata Salary**

**Actual £12,358 18 Hours, Term Time only**

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. 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

Details of the school can be found on the school website: <https://www.damedorothy.org.uk>

**Closing date:** 26<sup>th</sup> June 2026

**Shortlisting:** 27<sup>th</sup> June 2026

**Interviews:** W/c 29<sup>th</sup> June 2026

Letters of application should be returned, along with a Northern Lights Learning Trust application form, to [ddjobs@nlt.co.uk](mailto:ddjobs@nlt.co.uk) or by post to Dame Dorothy Primary School, Dock Street, Sunderland SE6 0EA

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 01912505525.

## JOB DESCRIPTION

Post: Admin Assistant (18 hours, TTO)

Responsible to: School Business Manager

Salary Band: NJC SP 3-4

Start date: September 1<sup>st</sup>, 2026

### 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 Business 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 Business 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.
- 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, emails, and hospitality.

**Main responsibilities:**

- Responsible for the effective management of external service systems, including Arbor MIS and parent payment solutions.
- 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.
- 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.
- Managing attendance processes by monitoring of pupil absence according to academy and national policy providing daily reports to the Headteacher.
- 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>	<ol style="list-style-type: none"> <li>Well-presented and complete application form</li> </ol>		Application
<b>QUALIFICATIONS</b>	<ol style="list-style-type: none"> <li>GCSE C or above in Maths and English (or equivalent)</li> <li>Hold or be willing to undertake a certificate in First Aid</li> </ol>		Application and certificates
<b>EXPERIENCE</b>	<ol style="list-style-type: none"> <li>Previous office experience</li> <li>Experience of working with a variety of stakeholders</li> </ol>	<ol style="list-style-type: none"> <li>Experience of working in a school</li> </ol>	Application Interview
<b>SKILLS AND KNOWLEDGE</b>	<ol style="list-style-type: none"> <li>Ability to undertake a range of office administration tasks</li> <li>Good communication skills</li> <li>Be able to maintain confidentiality</li> <li>Good listening skills</li> <li>Have a flexible attitude to work</li> <li>Work independently and use initiative, while being part of a team</li> <li>Work effectively within team environment</li> <li>Build effective working Relationships</li> <li>A good understanding of the Microsoft Office package</li> </ol>	<ol style="list-style-type: none"> <li>Ability to liaise effectively with all staff and children</li> <li>A working knowledge of Arbor</li> </ol>	Application Interview
<b>PERSONAL QUALITIES</b>	<ol style="list-style-type: none"> <li>Good timekeeping</li> <li>High standards and expectations</li> <li>Friendly and professional manner</li> <li>To be reliable and responsible with a flexible approach to work</li> <li>Ability to deal with confidential matters sensitively and discreetly</li> </ol>	<ol style="list-style-type: none"> <li>Open minded and creative with an ability to use initiative and be innovative</li> <li>Willingness to contribute to academy life</li> </ol>	Application Interview References
<b>OTHER</b>	<ol style="list-style-type: none"> <li>Fully supportive references</li> <li>Fully enhanced DBS clearance with Children's barred list check</li> </ol>		References 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: [hradmin@nllt.co.uk](mailto:hradmin@nllt.co.uk)