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Department
for Education



English Hubs

Westgarth English Hub

ADMINISTRATIVE ASSISTANT AND MARKETING INFORMATION PACK 2026/7



 www.westgarthprimaryschool.co.uk/westgarth-english-hub/

 Englishhub@westgarthenglishhub.co.uk

 01642 485560





CONTENTS

Who we are	Page 3
Post Information	Page 4
Application Process	Page 5
Job Description	Pages 6-7
Person Specification	Pages 8-9
Expectations and Safeguarding	Page 10



RECRUITMENT 2026-2027



WHO WE ARE

Westgarth English Hub is one of only 34 English Hubs across England, appointed by the Department for Education. We are recognised for our expertise in the teaching of reading and for the leading role we play in supporting schools to strengthen their provision for language and oracy, phonics, reading and writing, as well as developing a rich and sustainable reading culture. Our work is driven by a strong moral purpose. We focus particularly on supporting the lowest-attaining pupils, ensuring that every child succeeds, regardless of background, additional needs or ability. We believe that high-quality early literacy teaching is fundamental to equity, opportunity and lifelong learning.

As an English Hub, our support is grounded in the most up-to-date evidence and aligns with the three core aims of the English Hubs programme. We work alongside schools to evaluate, refine and strengthen their practice, building sustainable capacity and confident leadership in literacy. We collaborate with schools through intensive support partnerships, light-touch support and high-quality professional development. Our team of experienced Literacy Specialists bring strong subject knowledge, practical classroom expertise and a commitment to reflective, evidence-informed practice.

Westgarth English Hub supports schools across:

- Darlington
- Hartlepool
- Middlesbrough
- Redcar and Cleveland
- Stockton-on-Tees
- Sunderland



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POST INFORMATION

Westgarth English Hub

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Westgarth English Hub is committed to safeguarding and promoting the welfare of children and young people and expects all staff and partners to share this commitment.

Post Title

Administrative Assistant (with optional Marketing Responsibilities)

Salary

- Administrative Assistant: £17,518 (pro rata, 26.25 hours per week, term time only)
- Marketing Support (optional additional responsibility): £5,005 (pro rata, 7.5 hours per week, term time only)

The marketing role may be undertaken by the same post holder as the Administrative Assistant role.

Responsible to

Hub Lead / Operations Lead (or equivalent)

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APPLICATION PROCESS

Key Dates

Expression of Interest: 20th April 2026 – 14th May 2026

Recruitment pack released: 15th May 2026

Application window: 15th May 2026 – 1st June 2026

Closing date: 1st June 2026 at 12:00pm

How to apply

Applications must be submitted via email to REHEnglishhub@westgarthenglishhub.co.uk using the provided application template. Please note that CVs will not be accepted.

Interview Dates

- 18th June 2026
- 22nd June 2026
- 26th June 2026

Applicants should indicate their preferred interview date within their application.

Selection Process

The selection process will include a written application, a scenario response and an interview. Applicants shortlisted for interview will be provided with a scenario approximately 30 minutes prior to their interview, which they will be expected to review and respond to as part of the selection process.

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JOB DESCRIPTION

Purpose of the Role

To provide high-quality administrative and organisational support to ensure the effective day-to-day running of Westgarth English Hub, contributing to the delivery of Hub programmes and supporting communication with schools and partners.

Where applicable, the role also includes supporting the promotion and profile of the Hub through marketing and social media activity.

Key Responsibilities

Administrative Support

- Provide efficient and effective administrative support to the Hub Lead and wider team
- Manage Hub email accounts, responding to enquiries and directing communications appropriately
- Support the organisation of Hub events, CPD sessions and school support delivery, including bookings and logistics
- Maintain accurate records, including school engagement, funding, audits and reporting requirements
- Prepare and distribute communications to schools, including newsletters, bulletins and updates
- Support the coordination of invoicing and financial tracking (e.g. events and services)
- Ensure all documentation is organised, up-to-date and compliant with Hub and DfE expectations
- Provide general clerical support, including document preparation, data entry and filing

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RECRUITMENT 2026-2027



JOB DESCRIPTION

Key Responsibilities Continued

Communication and Engagement

- Act as a professional first point of contact for schools, partners and external stakeholders
- Ensure all communication is clear, timely and reflects the values and professionalism of the Hub
- Support the coordination of meetings, including scheduling and preparation of materials

Marketing and Social Media (Optional Responsibility)

- Support the promotion of Westgarth English Hub's work through social media platforms and digital communications
- Create and schedule content to raise awareness of Hub programmes, events and impact
- Contribute to the development of engaging marketing materials (e.g. flyers, newsletters, website content)
- Monitor engagement and support the continued development of the Hub's online presence and reach
- Ensure consistency in branding, tone and messaging across all communications

General Responsibilities

- Maintain high levels of confidentiality, professionalism and attention to detail
- Work flexibly to support Hub priorities and deadlines
- Participate in ongoing professional development and team meetings
- Undertake any reasonable duties aligned to the role, as directed by the Hub Lead

These duties are neither exclusive nor exhaustive, and the post holder will be required to undertake other duties and responsibilities, which the Strategic Hub Lead and Hub Lead(s) may determine.

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RECRUITMENT 2026-2027



PERSONAL SPECIFICATION

	Essential	Desirable
Qualifications	• Good numeracy and literacy skills with a GCSE grade C or equivalent in English and Maths. • Willingness to participate in training and development opportunities.	• Safeguarding training • Additional qualifications and training relating to administration and finance. • Additional qualifications and training relating to marketing and social media.
Professional Experience	• Strong administrative experience in a professional setting • Excellent organisational and time-management skills • Confident use of Microsoft Office and digital systems • Experience of managing communications, emails and data accurately	• Experience in working in a school environment. • Experience of development, management, and operation of administrative systems.
Marketing experience (Optional Role)	• Experience of marketing, communications or social media management • Confidence in creating engaging digital content (e.g. Canva, social media scheduling tools)	• Understanding of branding and audience engagement • Experience supporting events, training or stakeholder engagement





PERSONAL SPECIFICATION

	Essential	Desirable
Skills and Knowledge	• Confident use of Microsoft Office and digital systems • Ability to prioritise workload and meet deadlines effectively • Ability to communicate with people over the phone in an appropriate and engaging manner, effectively answering any questions. • Full working knowledge of relevant policies/codes of practice/legislation. • Ability to build positive working relationships with a range of stakeholders. • Excellent verbal and written communication skills. • Proven track record of working successfully as part of a team.	• Ability to self-evaluate learning needs and actively seek learning opportunities. • Demonstrate a working knowledge of how to manage the reputation of a school and engage with the school community. • Analytical and problem-solving skills.
Personal Qualities	• Professional, approachable and reliable • Proactive and solutions-focused • High levels of confidentiality and integrity • A commitment to supporting schools and improving outcomes for pupils	



RECRUITMENT 2026-2027

EXPECTATIONS AND SAFEGUARDING

Professional Expectations

While this role profile outlines the main responsibilities, it is not exhaustive. The post holder will be expected to undertake any reasonable duties consistent with the level and purpose of the role, as directed by the Line Manager.

Hub employees are expected to maintain a professional, courteous and welcoming approach at all times, acting as positive ambassadors for Westgarth English Hub when working with colleagues, schools and external partners.

Safeguarding

Westgarth English Hub is committed to safeguarding and promoting the welfare of children and young people. The successful applicant will be subject to appropriate safeguarding checks.

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