



**North East
Learning Trust**

**Admin Support Officer
Ashington Academy**
Applicant information pack

Admin Support Officer

37 hours, Term Time plus 5 additional days

Grade 2, SCP 4 - 6 (FTE £26,016 - £26,847)

ACTUAL SALARY £22,586 - £23,308

Permanent

Ashington Academy is part of the North East Learning Trust and is seeking to appoint a Admin Support Officer to join our dedicated team.

At Ashington Academy, we aim to provide opportunities to enable all students to learn and make lifelong friendships in a caring, supportive environment. In becoming successful learners, we want all our students to develop a love of learning, to recognise that learning is a lifelong activity and that the skills they acquire and develop are transferrable.

Our vision, along with all schools in the Trust, is that every child experiences excellence every day.

We are committed to:

- A vibrant learning community with enthusiastic and engaging students
- A positive and caring ethos
- An excellent learning environment and resources
- A team of hardworking, dedicated and friendly staff where everyone is valued

We will offer you:

- National Terms and Conditions of Employment
- Local Government Pension Scheme
- 1 day paid leave for staff wellbeing each year
- Lifestyle Savings – range of discounts from top retail brands
- Discounted gym membership
- 24/7 Employee Assistance Programme and wellbeing portal

The successful candidate will:

- Have good literacy and numeracy skills
- Have experience of working in an administrative/customer services setting
- Have excellent IT skills.
- Be proactive and self-motivated.
- Have a flexible approach to work.

Deadline: Noon on Friday 9th October 2026

Interviews taking place week commencing 12th October 2026.

How to apply:

Application packs can be downloaded from our website.

Letters of application should be no more than two sides of A4 and should be returned with application forms to kerry.gibson@ashingtonacademy.co.uk or by post to Kerry Gibson, Ashington Academy, Green Lane, Ashington, NE63 8DH.

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff to share this commitment. All posts will be subject to receipt of satisfactory enhanced DBS disclosure, medical and reference checks. All pre-employment checks are in line with "Keeping Children Safe in Education" and the Trust's Safeguarding Policy which is available on our website.



Job description

Post title: Admin Support Officer
Responsible to: Office Manager
Salary Band: Grade 2

Job Purpose:

To provide day-to-day administrative support for school staff.

Duties and Responsibilities:

- To provide the highest levels of administrative support and customer service to the wider school community
- To provide administrative support to senior leaders, including organisational support for projects involving liaison with staff, students, parents and external providers
- To provide administrative support for events such as open evenings, parents' evenings and presentation evenings. This will include attendance at these events
- To support the Support Services Manager with administrative tasks
- To ensure that school reception and incoming calls are resolved with the highest level of customer service
- To ensure the collection of data from students or parents for accurate maintenance of SIMS
- To administer the online payment system and receipt of income in line with school procedures
- To work to school priorities and deadlines in line with agreed procedures, including support for the Data and Exams Manager at key exam periods
- To receive all incoming emails to the school admin account and forward them to the relevant member of staff
- To undertake financial duties within the school admin office including processing orders, administration of petty cash and cash handling
- To support curriculum areas in the timely preparation of materials and resources
- To support curriculum areas in the preparation of wall displays
- To monitor security and ensure visitors to the site are dealt with appropriately
- To maintain manual and computerised records
- To distribute incoming mail and organise outgoing mail
- To support the ordering and distribution of school uniform
- To support the administration of room bookings
- To maintain and record information for school trips
- To undertake first aid duties and manage the flow of incidents as requested
- To be a part of the Support Services Team

General

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

Health and Safety:

It is the responsibility of individual employees at every level to take care of their own health and safety and that of others who may be affected by their acts at work. This includes co-operating with the Trust and colleagues in complying with health and safety obligations to maintain a safe environment and particularly by reporting promptly and defects, risks or potential hazards. Specifically:

- To report any incidents/accidents and near misses to your line manager
- To ensure own safety and safety of all others who may be affected by the Trust's business

Safeguarding

The Trust has a Child Safeguarding policy and procedure in place and is committed to safeguarding and promoting the welfare of all its students, each student's welfare is of paramount importance to us and you are expected to share this commitment. All staff will fully comply with the Trust's policies and procedures, attend appropriate training, inform the Designated Person of any concerns, record any potential safeguarding incidents appropriately.

Person Specification

Admin Support Officer

	Essential	Desirable
Education/training	• Good literacy and numeracy skills • First Aid qualification (or willingness to undertake) • Relevant qualification in office administration and/or ICT applications (or willingness to undertake)	• Knowledge of core administrative functions in an educational setting
Experience	• Experience of working in an administrative/customer services setting	• Relevant experience in a school/educational setting • Experience of working within financial procedures including cash handling
Aptitude and skills	• Well-developed negotiation skills • Ability to follow instructions and work to deadlines • Sound communication skills, both written and verbal • Ability to work as part of a team • Precision and speed required when maintaining all records • Sound administrative skills, including organisation and interpersonal skills • Ability to use relevant ICT applications e.g. MS Word, Excel • Ability to maintain high levels of confidentiality	• Working knowledge of SIMS
Personal qualities	• Have energy, enthusiasm and initiative • Reliable and conscientious • Flexible approach to work • Team worker • Ability to prioritise tasks accordingly • The ability to make a positive contribution to the community of the school.	

References:

References will be requested prior to interview, except for non-teaching roles where there are exceptional circumstances, and the applicant does not give consent to do so on the application form.



DBS:

North East 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.

Pre-occupational health:

Pre-occupational health checks are an essential part of the selection and recruitment process to assess if any reasonable adjustments are required.

Equal opportunities:

We 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.

