

Administration Assistant

Candidate Information Pack

Closing Date: 12.00pm, Monday 31st August 2026



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Welcome from the CEO

Dear Applicant,

I am immensely proud to be Chief Executive of Spark Education Trust. We are a recently merged Trust comprising 4 secondary and 11 primary schools located across the Tees Valley and we provide opportunities for children and young people to reach their full potential, whatever their starting point. We know that this is best achieved in encouraging environments where mutual and self-respect is promoted. We want to grow confident young people able to work independently and think creatively in a fast-changing world.

We have high expectations for everyone, aspiring to excellence in teaching and achieving impressive standards in all areas of school life. Success beyond the classroom in sport and the arts are features of life across our Trust.

For our staff we provide positive working environments, a commitment to the highest quality professional development, opportunities to collaborate to create excellence and encouragement to forge career success.

Trustees, governors and leaders collaborate closely to ensure excellence in all aspects of Spark Education Trust. Our core values are mutual respect, hearty collaboration and courageous ambition and these drive our work ensuring that Spark schools are wonderful places to work.



Louise Spellman



Welcome from the Head of School

Dear Applicant,

Thank you for considering applying for the position at Conyers School and Sixth Form College. We are so very proud of our school and we are thrilled that you have taken an interest in being part of the team.

Conyers is a thriving and fully inclusive 11-18 comprehensive school, home to over 1300 students. We are proud of our strong, destination-driven curriculum, which enriches learning within and beyond the classroom. Our mission is simple: to provide every student with the opportunity to realise their potential, both professionally and personally, so they can secure meaningful destinations and positively contribute to the world they live in.

At Conyers, we aim for academic excellence through outstanding teaching and high expectations for all students. We celebrate achievement not only in examination results but also in the arts, sports, music, and drama, which play essential roles in our curriculum.

Our curriculum is founded on high expectations, strong values, and positivity, all underpinned by our principles: Ready, Respect, Safe. With a focus on perseverance, we help students build the resilience needed to navigate life challenges.

Our goal is to prepare students for an ever-evolving world. We aim to equip them to contribute as well-rounded, digitally resilient individuals. By fostering curiosity and reflection, we cultivate lifelong learners immersed in a rich, broad curriculum that expands their horizons and builds independence, determination, creativity, and confidence.

Our motto, 'through perseverance,' is at the heart of our community. It represents our commitment to kindness, mutual support, and environmental care. This ethos defines the Conyers culture we embrace every day.

We are excited to welcome an inspirational and passionate individual to join our dedicated staff, supporting exceptional outcomes and preparing students for life beyond school.

If our vision resonates with you, and you would like to join a truly exceptional team, we would be delighted to receive your application.

Thank you.

Chris Coleman
Head of School

Administration Assistant

Job Title: Administration Assistant

Location: Conyers School (Yarm)

Start Date: 5th October 2026

Actual Salary: £22,340 to £23,211 (Grade F, SCP 7 to 8)

Hours of Work: 37 hours per week, term time plus 1 day (08:00am – 4:00pm, Monday to Thursday, 08:00am – 3:30pm, Friday)

Contract Type: Permanent

Closing Date: 12.00pm, Monday 31st August 2026

Interviews: w/c Monday 7th September 2026

Join an exceptional team at Conyers – a thriving, positive school where your work makes a real difference to our young people and the wider community. At Conyers, we focus on recognising effort, rewarding success, and nurturing perseverance.

About the Role

We are seeking to appoint an experienced and committed Administration Assistant who will embrace an inclusive attitude to education, is looking for a new challenge and wants to be part of driving continued improvements in our school.

The successful candidate will:

- Provide a professional front-of-house reception service, welcoming visitors and handling enquiries.
- Deliver efficient administrative and clerical support across the school.
- Maintain accurate records using school IT systems and databases.
- Support school events, trips, meetings, student services, finance and HR administration.
- Communicate effectively with students, parents, staff and external agencies.
- Handle confidential information in accordance with GDPR and school policies.
- Work flexibly as part of a busy administrative team, supporting the smooth day-to-day running of the school.
- Demonstrate strong organisational, ICT and customer service skills.
- Be committed to safeguarding, equality, health and safety, and promoting the welfare of children and young people.

Key Skills & Qualities:

- Excellent communication and interpersonal skills.
- Strong organisational and administrative abilities, with attention to detail.
- Good ICT skills, including Microsoft Office and database systems.
- The ability to prioritise workloads and work effectively under pressure.
- A professional, friendly and customer-focused approach.
- The ability to work independently and as part of a team.
- Experience of handling confidential and sensitive information appropriately.
- Strong accuracy and record-keeping skills.
- A flexible and proactive attitude, with a willingness to support a range of school functions.
- A commitment to safeguarding, equality, inclusion and the welfare of children and young people.

Additional Information:

This role involves regular interaction with parents and members of the public. The successful candidate must be confident in managing a wide range of behaviours and maintaining professionalism at all times, even in challenging situations.

Job Purpose:

To provide a professional, efficient and welcoming administrative and reception service, supporting the smooth day-to-day operation of the school. The postholder will undertake a wide range of administrative, clerical, HR and customer service duties, maintain accurate records and systems, and support key school functions including student services, recruitment and personnel administration. The role requires the ability to handle confidential and sensitive information with discretion, ensuring compliance with GDPR, safeguarding requirements and school policies. Working collaboratively with staff, students,

parents/carers and external agencies, the postholder will contribute to the effective running of the school and the achievement of its aims and values.

The postholder will undertake all other duties and responsibilities as detailed within the Job Description and Person Specification.

Why Work With Us? We value our staff and offer:

- A digitally innovative iPads for Learning school with excellent facilities.
- A collaborative and supportive team ethos across the school.
- A strong focus on staff wellbeing, with events and activities throughout the year.
- Free annual flu vaccination voucher.

Come and be part of something special. At Conyers, we develop independent, determined students who are confident, creative, and empathetic. Together, we make a positive difference.

About Us

We are a recently merged Trust, Spark Education Trust which currently consists of 11 Primary Schools and 4 Secondary Schools. The Spark Education Trust can offer you a professional challenge and a rewarding opportunity, working with collaborative schools that are passionate about the progress and development of every student.

What we have:

- A positive and caring ethos and working atmosphere
- Friendly children, eager to learn and achieve
- An aspirational curriculum for all students
- A committed, enthusiastic and supportive staff team
- Excellent support from the Governing Body, the staff and parents/carers
- Opportunities for career development

For further details on us as an organisation, please click [here](#).

For further information on the school, please click [here](#).

How to Apply

Please make sure that the application form is completed and returned via email to snicholson@conyers.org.uk, addressed to Mr C Coleman, Head of School.

Please note that feedback will only be given to shortlisted candidates, if you do not receive an invite to interview within 30 days of the advert's closing date assume that you have been unsuccessful in your application for this post.

Safeguarding Notice

The Spark Education Trust is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an enhanced DBS check. The post you are applying for is exempt from the rehabilitation of offender's act 1974. We will also carry out an online search on shortlisted candidates to help identify any incidents or issues that are publicly available online.

Conyers School and Sixth Form College is committed to safeguarding, for further information on the school's Safeguarding and Child Protection Policy please click [here](#).

Job Description

POST TITLE:	Administration Assistant
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GRADE:	F (SCP 7-8) 37 hours TtO + 1
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RESPONSIBLE TO:	OFFICE MANAGER & HEAD'S PA
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MAIN PURPOSE:	Under the guidance of senior staff, be responsible for providing general administrative/financial support to the school, including organisational procedures and assisting with planning and development of support services.
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TASKS:

- Undertake reception duties, including answering telephone and face-to-face enquiries, welcoming visitors and maintaining accurate signing-in procedures.
- Provide general administrative and clerical support across the school, including photocopying, filing, word processing, correspondence, forms, mail distribution and routine office tasks.
- Use the school MIS and other digital systems accurately to maintain records, update information, produce reports, prepare lists and support daily school operations.
- Analyse, collate and present information as required, including pupil data, reports, records and returns for internal use and external agencies.
- Support the administration of school trips, events, lettings, meetings, governance-related activity and other uses of the school site.
- Take notes at meetings and provide administrative follow-up as directed.
- Support routine financial administration, including processing orders, maintaining records and assisting with stock, supplies, cataloguing and distribution.
- Support student services administration, including areas such as uniform, student resources and other school-based services.
- Support recruitment and HR administration where required, including recruitment packs, interview paperwork, absence records and Single Central Record evidence.
- Communicate professionally and effectively with parents/carers, students, staff, visitors and external agencies, including during sensitive or challenging conversations.
- Provide general advice and guidance to staff, students, visitors and others in line with school procedures.
- Use ICT packages, shared drives, online forms, communication platforms and relevant office equipment to support efficient school administration.
- Handle personal and sensitive information in line with UK GDPR, the Data Protection Act 2018, confidentiality expectations and school policies.
- Work flexibly across school administration functions to respond to operational needs.
- Appreciate and support the role of other professionals, contributing positively to the overall work, ethos and aims of the school.

- Attend and participate in relevant meetings, training, learning activities and performance development as required.
- Comply with policies and procedures relating to safeguarding, child protection, health and safety, security, confidentiality, data protection and equality, reporting concerns to the appropriate person.
- Demonstrate a commitment to safeguarding and promoting the welfare of children and young people, staff and volunteers.
- Demonstrate an understanding of safeguarding and safer recruitment policies and procedures, and apply these appropriately within the school setting.
- Show a duty of care and take appropriate action to comply with health and safety requirements at all times.
- Demonstrate and promote a commitment to equality of opportunity and the elimination of discriminatory behaviour and practice.

The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time that is not specified in this job description. The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Person Specification

	Essential	Desirable
QUALIFICATIONS/ TRAINING:	● Good standard of education, including English and Maths, or equivalent. ● Relevant administrative qualification or experience. ● Willingness to undertake training.	● Level 3 or equivalent in Business Administration.
EXPERIENCE:	● Experience of working in an administrative, clerical or customer-facing role. ● Experience of using ICT systems to maintain records and produce documents. ● Experience of handling confidential information.	● Experience of working in a school or education setting. ● Experience of using a school MIS, finance system or similar database.
SKILLS/KNOWLEDGE:	● Good literacy, numeracy and ICT skills. ● Clear and professional communication skills. ● Ability to organise workload, meet deadlines and maintain accurate records. ● Ability to remain calm and professional in a busy environment. ● Understanding of confidentiality, safeguarding, data protection and equality expectations.	● Knowledge of school administration processes.
PERSONAL ATTRIBUTES:	● Friendly, approachable and professional manner. ● Flexible, reliable and able to work as part of a team. ● Discreet and trustworthy. ● Positive approach to working with children, young people and adults.	

How to Apply

Application forms and further details are available on the Trust's website –

www.sparkeducationtrust.org.uk

Please make sure that the application form is completed and returned via email to snicholson@conyers.org.uk, addressed to Mr C Coleman, Head of School.

Applications submitted on anything other than the official application form and applications from agencies will not be accepted.

Confidential References

Two referees should be nominated, including one from your current/most recent employer – Those from an education setting must provide the Headteacher as one of their references or to be signed and checked by the Headteacher.

Job Description

Details the main responsibilities for this post and the personal and professional qualities required.

Person Specification

Sets out the criteria to be used for the shortlisting process.

Closing date: 12.00pm, Monday 31st August 2026

Interviews to be held: w/c Monday 7th September 2026

Employee Benefits

Wellbeing

Free and confidential support.

Up to six sessions of structured counselling, if recommended.

Pensions

All eligible staff automatically join either The Teachers Pension Scheme or the Local Government Pension Scheme upon the start of their employment.

As members of these schemes, employees have access to the full range of membership benefits including a Death in Service payment is included in the Teacher Pension Plan and Local Government Pension Scheme.

Cycle to work

We also provide a cycle to work scheme, which is a recognised Inland Revenue salary sacrifice scheme through www.greencommuteinitiative.uk which enables staff to access a new bike and bike equipment.

Work Life Balance

We provide a generous Annual Leave entitlement for Support Staff of 27 days leave, rising to 32 days leave following 5 years' service, in addition to statutory bank holidays.

As we are supportive of flexible working, we have many staff working on individual working arrangements and we offer many roles working term time only contracts, to assist with individuals work life balance.

Professional Development

As we believe in supporting and developing our staff, we offer extensive career development opportunities and actively seek to develop and promote staff where possible.