

# Dr Thomlinson C of E Middle School Administration Manager Recruitment Pack



# The Cheviot Learning Trust

Cheviot Learning Trust was created in 2023 from a merger of Tyne Community Learning Trust and Three Rivers Learning Trust. The new Trust will enable our high quality staff from across all of our schools to cooperate through professional and innovative networks that develop the educational excellence all of our students deserve. We educate over 5500 students across 18 schools between the ages of 2 and 19 and employ over 750 staff. We are a charity supported by over 150 governance volunteers who hold us to account in their role as critical friends. We are proud Northumbrians; more than happy to welcome schools to join us from inside or outside Northumberland. All of the schools have a long and proud history of

providing an excellent education service to their local populations. We are seen locally as a centre of educational excellence and were selected to be the Teaching School Hub for Newcastle, Northumberland & North Tyneside. We recognise the mutual benefits to our Learning Trust through reciprocal staff development opportunities, training events, and the generation of new ways of working through system leadership. Through our teaching, we aim to equip children with the skills, knowledge and understanding necessary to be able to make informed choices about the important things in their lives. We believe that appropriate teaching and learning experiences help children to lead happy and rewarding lives.

## The Cheviot Learning Trust mission

Our core purpose is to advance education for the public benefit. We believe that each school in the Trust family has unique qualities to share and unique challenges to be resolved. Deep collaboration is a key Trust expectation that helps us to deliver significant benefits for the students, the staff and the schools that form the Trust. Each school is stronger in the Trust family; delivering a better education for the public good than if they were outside the Trust.

## Our vision

Our purpose is to deliver excellent education for the benefit of all and our mission is to develop all our young people to have the opportunity to succeed.

## Our values

Everything we do is based around the values that we hold dear:

- **Innovation:** We're here to shape the future, which is why we all have a responsibility to be thinking about the big issues of tomorrow.
- **Cooperation:** We nurture the relationships that we've built over many years and we know by working together we can achieve more than we can alone.
- **Respect:** We take the time to understand and make decisions and have due regard for the feelings, wishes and rights of others.
- **Excellence:** We will always strive for continuous improvement and will produce the best solutions and deliver the best services possible.

## About Dr Thomlinson C of E Middle School

Welcome to Dr Thomlinson C of E Middle School. We are proud of being a Church school at the heart of the local community – a place where everyone is safe, respected and encouraged to develop resilience and self-belief.

Our aim is to build upon our successes whilst valuing our heritage, to ensure that our students are well prepared to succeed in the twenty first century.

Dr Thomlinson Church of England Middle School is situated in the beautiful rural setting of Rothbury on the edge of Northumberland National Park and provides for 232 children from Years 5–8.

Our school's mission is to provide a broad, balanced and relevant education which caters for the whole child in a secure and caring Christian environment.

As individuals and as a community it is our aim to do our best and we are very proud of the high achievement of our pupils. In July 2022 Ofsted judged the school as continuing to be Good.

Our strong ethos strives to ensure each child achieves their very best; academically – through a knowledge rich, focused and sequenced curriculum (that has the scope and ambition of the national curriculum); culturally – through both the work in our classrooms and an extensive programme of extracurricular activities and visits; spiritually – through an ethos of interdependence that flows through the life of both our school and wider community.

The broad content of our curriculum is enriched by covering a wide range of subjects, talents and future careers. We realise that in order for our children to be leaders in tomorrow's world they will need to demonstrate positivity, teamwork and a belief that everyone can improve through dedication and hard work.

Success, progress and celebration are very much at the heart of what we do; we look forward to sharing this ever-evolving learning journey with you.

**Liam Murtagh**  
Headteacher



# Job Advert

**Dr Thomlinson C of E Middle School**  
**Part of the Cheviot Learning Trust**  
**Headteacher: Liam Murtagh**

**Job Title:** Administrative Manager

We are looking to appoint an efficient and well organised Admin Manager to run Dr Thomlinson Middle school office. Previous admin experience is required but it is not essential that this is school based. Training will be provided.

The successful candidate must:

- Have a positive can do problem solving attitude
- Have the ability to stay calm in stressful situations
- Have excellent communication skills
- Have a good knowledge of social media
- Be able to work as part of a team
- Be self motivated
- Have strong organisational skills and be a good multitasker
- Be patient and kind and have a sense of humour

We firmly believe we offer a fantastic school to work in, with wonderful pupils, brilliant colleagues and a strong and supportive senior team.

In return, we can offer you:

- A caring, nurturing, supportive, dedicated and hardworking team of individuals with a common vision and set of goals.
- Delightful children who are eager to learn and exceptionally well behaved.
- A strong school and Trust which is outward looking and forward thinking.
- A strong commitment to your continuing professional and leadership development.
- A challenging and exciting professional opportunity in a highly successful school.

**Closing date:** 12 noon on 31st March 2026

**Interviews:** Wednesday 15th April 2026

01669 620287

<https://dtms.cheviotlt.co.uk/>

[info@dtms.cheviotlt.co.uk](mailto:info@dtms.cheviotlt.co.uk)

Address: Dr Thomlinson C of E Middle School,  
Rothbury, Morpeth, Northumberland NE65 7RJ

## Job Advert Continued

We are strongly committed to safeguarding and promoting the welfare of all children and young people and expect all staff to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974. If you are invited for an interview, you will be required to disclose convictions that would not be filtered, prior to the date of the interview. Certain spent convictions and cautions will be 'protected' and do not need to be disclosed.

Full details on protected convictions and information about which convictions must be declared during job applications can be found on the [Ministry of Justice website](#). You will be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against information from the Disclosure and Barring Service before your appointment is confirmed. This role will include Regulated Activities and an enhanced Disclosure and Barring Service (DBS) disclosure is required for this post. [This policy](#) outlines the Trust's approach to the recruitment of ex-offenders. Further details and an application form are available by accessing the job vacancies section of the [trust website](#).

**Completing an Application Form:** Application forms can be downloaded from the school [website](#).

**If you have a Gmail account:**

- Open the Application document
- Click 'Sign in' at the top right of the page
- Go to File > Make a copy
- Complete the application form in the Google

**If you don't have a Gmail account:**

- Open the Application document
- Go to File > Download as > Microsoft Word
- Complete the app

Completed applications should be returned directly to the school by email to; [m.donkin@dtms.cheviotlt.co.uk](mailto:m.donkin@dtms.cheviotlt.co.uk)

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**If you require assistance or have any questions, please reach out using the contact details provided below:**

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## Job Description

**Job title:** Administration/Office Manager

**Responsible to:** School Business Manager

**Terms:** 37 hours per week term time and 10 x days during school holidays

**Grade:** 4 Scale Points 7-11      £23,364 - £24,836

### Duties and key result areas:

#### Organisation

- Take a lead role in planning, development, design, organisation and monitoring of support systems/procedures/policies
- Line Management responsibilities in relation to school administrative staff
- Manage the day-to-day work of school administrative staff
- Liaise between managers/teaching staff and support staff
- Hold regular team meetings with managed staff
- Undertake recruitment/induction/appraisal/training/mentoring for other staff
- Be involved in the recruitment of other administrative staff
- Deal with administrative tasks relating to recruitment matters

#### Administration

- Take lead role in the development and maintenance of record/information systems
- Provide detailed analysis and evaluation of data/ and produce detailed reports/information as required
- Produce, and respond to, complex correspondence
- Provide organisational and complex administrative support to other staff
- Provide organisational and complex advisory support to the Governing Body (if required by the school)
- Manage complex administrative procedures
- Be responsible for completion and submission of complex forms, returns etc., including those to outside agencies e.g. DfES
- Manage school lettings
- Organise and monitor progress towards premises repairs
- Manage the administration of the payroll system (if required by the school)

#### Resources

- Be responsible for the selection and management of resources, including management of a budget and regular audit of resources
- Be involved in the recruitment of administrative staff
- Provide administrative support in relation to recruitment and employment matters
- Provide advice and guidance to staff and others on complex administrative issues
- Undertake research and obtain information to inform decisions
- Take a lead role in procurement and securing sponsorship/funding

## Job Description Continued

### Resources Continued

- Take a lead role in marketing and promoting the school
- Manage facilities including premises, lettings and associated income, building and projects etc.
- Manage financial administration procedures
- Take a lead role in planning, monitoring and evaluation of budget
- Be responsible for the management of expenditure within an agreed budget
- Be aware of health and safety issues in relation to VDU screens and office practice

### Responsibilities

- Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Assist with the development of policies relating to confidentiality and data protection
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Develop constructive relationships and communicate with other agencies/professionals
- Share expertise and skills with others
- Participate in training and other learning activities and performance development as required
- Recognise own strengths and areas of expertise and use these to advise and support others
- To undertake other duties and responsibilities as required commensurate with the grade of the post

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.

## Person Specification

Key to assessment methods (a) application, (i) interview, (r) references, (t) ability tests, (q) personality questionnaire, (g) assessed group work, (p) presentation (o) other case studies/visits

SPECIFICATION	ESSENTIAL	DESIRABLE	ASSESSMENT
<b>Knowledge / Qualifications</b>	NVQ Level 4 or equivalent qualification Excellent numeracy and literacy skills( at least NVQ 2 Qualification)	Degree in a relevant discipline	(a) (t)
<b>Experience</b>	Several years experience working in an office environment at a senior level Experience of managing staff	Experience of working within a school or educational establishment Experience of managing and developing a staff team	(a), (i)
<b>Skills and competencies</b>	Effective use of specialist ICT packages e.g. BROMCOM, MCAS, PSF  Experience of using specialist equipment and resources  Full working knowledge of all relevant policies/codes of practice and legislation  Ability to relate to both adults and children  Ability to self-evaluate learning needs and actively seek out learning opportunities		(a) (i)

## Person Specification Continued

Key to assessment methods (a) application, (i) interview, (r) references, (t) ability tests, (q) personality questionnaire, (g) assessed group work, (p) presentation (o) other case studies/visits

SPECIFICATION	ESSENTIAL	DESIRABLE	ASSESSMENT
<b>Physical, mental and emotional demands</b>	Ability to work under pressure  High level of commitment to school and its aims  Professional integrity and positive approach  Excellent attendance and punctuality  Flexibility  Ability to meet deadlines  Able to attend meetings, day/residential visits  Maintain a positive approach and outlook	none	(a) (i) (r)



**Contact us**

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