

# The King Edward VI School Admin Assistant / Receptionist 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 The King Edward VI School

Welcome to our school. The King Edward VI School is a high achieving school, with a reputation for academic excellence for all. We provide for over 1500 students from Years 9-13 and have a thriving Sixth Form of around 450 students. We pride ourselves on being a fully inclusive and truly comprehensive school built on traditional principles and high standards.

We aim to prepare all in our care to leave the school fully equipped to meet the challenges they may face, and with a sense of service to their communities. We value our positive relations between staff and students and are proud of our friendly and purposeful atmosphere.

Our dedicated staff ensure that students are challenged to meet their potential, in a supportive environment. We have a holistic view of education and pride ourselves on offering a fully rounded educational experience. It is not only in the academic sphere where our students excel. Our commitment to extracurricular activities is very strong, and we offer our students an extensive enrichment and extra-curricular programme.

We believe there is something here for everyone.

We are very proud of our staff, students and our legacy. Please take a moment to look through our website to get an insight into what our school has to offer.

We have many amazing people working here. People who are knowledgeable, passionate and committed. Some people spend their career with us, some because they've found their niche, others are with us because of the opportunities to grow and develop. We want great people working for us. To get the best, we will always offer the best in terms of employment and opportunity. Diversity and inclusion are important to us - we are all individual and shaped by our personal characteristics, backgrounds, knowledge, skills and experience.

We believe we provide a great place to work.

**Ms Clare Savage**

Headteacher



# Job Advert

**The King Edward VI School**

**Part of the Cheviot Learning Trust**

**(13-19 Years High School, Headteacher:**

**Ms Clare Savage)**

**Job title:** Admin Assistant / Receptionist

**Responsible to:** Assistant Headteacher

**Terms:** 30 hours per week, 8.30am to 3pm Monday to Friday term time + 30 hours holiday working

**Pay scale:** Band 3, Actual salary (£17,897 – £18,181)

**Start date:** September 2026

We are looking to appoint an enthusiastic and committed member of staff to work in our Advanced Study Centre. The role includes reception duties, general administrative, financial and organisational support to the school.

At The King Edward VI School, we are very proud of our school where we support every child to achieve their full potential. In November 2024, Ofsted judged the school to be good/outstanding in all categories. As a designated teaching school, we provide high quality professional development, supporting induction, teaching, leadership and wellbeing. Further information about the school can be found on our website.

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. An online search will be carried out on shortlisted candidates, prior to interview. The Trust Employment of Ex-Offenders Policy can be [found here](#).

**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 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 via email directly to [preeves@kevi.cheviotlt.co.uk](mailto:preeves@kevi.cheviotlt.co.uk) by 12 noon on 13 July 2026

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

01670 515415

[kevi.cheviotlt.co.uk](http://kevi.cheviotlt.co.uk)

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

Address: Cottingwood Lane, Morpeth,  
Northumberland, NE61 1DN

# Job Description and Person Specification

## **Duties and Key Result Areas:**

### **Administration & Organisation**

- Undertake reception duties and hospitality, answering general telephone and face to face enquiries and signing in visitors
- Schools nominated Medical Coordinator who will have various responsibilities with regard to the Trust Medical Needs policies, working under the guidance of the appropriate senior leadership team member. Also to assist with student first aid/welfare duties, looking after sick students and associated record keeping, liaising with parents/staff etc
- Assist in arrangements for schools trips, events etc
- Provide general clerical/admin support e.g. photocopying, filing, complete standard forms, respond to routine correspondence
- Provide admin support to Year Leaders and other members of staff
- Maintain manual and computerised records/management information systems
- Produce lists/information/data as required e.g. student's data
- Undertake ICT tasks within the Trust's approved IT systems e.g. Bromcom
- Take notes at meetings and prepare minutes
- Sort and distribute mail
- Undertake administrative procedures
- Maintain and collate student reports/grade updates etc
- Attend parent's evenings, open evenings and other student based events
- Monitor and track student attendance and punctuality, utilising school management information systems (eg Bromcom) to generate routine reports

### **Resources**

- Operate equipment/ICT packages (e.g. word, excel, Google, spread sheets, internet, Bromcom)
- Maintain stock and supplies, cataloguing and distributing as required
- Operate and record school sales e.g. concert tickets, etc
- Provide general advice and guidance to staff, students and others
- Undertake general financial administration e.g. processing orders

### **Responsibilities**

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Such other responsibilities allocated which are appropriate to 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 assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests, (q) personality questionnaire, (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits.

| SPECIFICATION                     | ESSENTIAL  | DESIRABLE  | ASSESSMENT |
|-----------------------------------|--|--|------------|
| <b>Knowledge / Qualifications</b> | NVQ 2 or equivalent qualification or experience in a relevant discipline e.g. RSA Level 2 word processing<br><br>Good numeracy and literacy skills   | NVQ 2 Literacy and numeracy or an equivalent qualification   | (a) (t)    |
| <b>Experience</b>                 | Experience of general clerical/administrative/financial work   | Administrative and clerical experience gained in a school or educational establishment<br><br>Experience of an IT based administration system e.g. Bromcom | (a)        |
| <b>Skills and competencies</b>    | Ability to use IT effectively<br><br>Good keyboard skills<br><br>Knowledge of relevant policies/codes of practice and awareness of relevant legislation<br><br>Ability to work with children and adults<br><br>Ability to work as a member of a team |  | (a) (i)    |
| <b>Other</b>                      | Willingness to participate in training and development   |  |            |



**Contact us**

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