

Whittonstall First School Administrative Assistant 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 Whittonstall First School

Whittonstall First School is a small rural school providing education from Nursery to Year 4. There are currently 69 pupils taught in mixed age year groups. We are part of the Cheviot Learning Trust and work closely with other schools to ensure the quality of provision is the highest possible for all of our pupils. The school has a wide catchment area with up to 75% of our pupils travelling from outside catchment. The majority of pupils move onto Corbridge Middle School at the end of Year 4.

Our school has a strong family ethos and a wonderful community feel. Our staff work hard to make learning challenging yet fun, and seek to develop strong links between staff, parents, governors and the wider community.

Within our school you will find a happy, welcoming, stimulating environment providing high standards of education, valuing the efforts of the individual, fulfilling the learning potential of all pupils and promoting equal opportunities. We promote learning for life and encourage children to learn no matter where they are, inside or out! We believe in developing the “whole” child and work hard to nurture, encourage, support and extend all of our children to achieve.

Our approach encourages children to develop positive attitudes and an enthusiasm for learning. We are delighted that our children leave equipped with super initiative, self-discipline, high self-esteem and independence! Forest school and the outdoors are big parts of our curriculum.

OFSTED inspected in November 2022 and said: “Leaders have created a warm and welcoming ethos at Whittonstall First School. The whole school community is at the centre of the school’s vision. Pupils enjoy coming to school every day. They are proud of their work and the friendships they make.”

“Leaders have high expectations and ambitions for all pupils, including pupils with special educational needs and/or disabilities (SEND).”

“Leaders, governors and staff are very proud of their school and its achievements. Successful curriculum development is evident.”

Mrs Katie Jacobs
Executive Headteacher



Job Advert

Whittonstall First School

Mrs Katie Jacobs Executive Head Teacher

Job title: School Business Administrative Assistant

Responsible to: School Business Manager

Pay scale: Band 3 (£25,583 - £25,989) pro rata.

Terms: Part Time (8am - 12.00pm, 20 hours per week)

Whittonstall First School is a successful small, inclusive school set in a beautiful rural location. We have enthusiastic and friendly pupils, together with dedicated and hardworking staff and governors. Further information about the school can be found on our website. Whittonstall First School is proud to be part of Cheviot Learning Trust which comprises of 18 schools, and we work closely with our partnership schools to provide the very best educational experience for all pupils

We are seeking to appoint a School Business Administrative Assistant to work at Whittonstall First School.

This role is a key business service and operational post that is vital to the smooth running of our schools. The role is varied and fast paced with multiple tasks and responsibilities; the postholder will be at the heart of the school supporting staff, students, parents and school leaders to ensure the school focuses on delivering an excellent education and is not distracted by operational processes. A commitment to the education of the next generation is essential.

The role is well suited to people that are committed to achieving high standards through continuous improvement and learning.

We are happy to consider:

- Experienced school administrators that already have a good understanding of how schools operate as well as
- Career focussed individuals who want to learn how the business of school works.

The Trust can offer term time employment, flexible working patterns and part-time options.

In addition to a competitive salary the Trust contributes to a local government pension scheme for staff and provides staff with access to a range of salary sacrifice purchasing schemes and various health benefits.

The postholder will be a skilled manager of their time and the time of others, an excellent communicator, an empathetic service provider, and an efficient administrator with strong IT skills. An induction and training programme will ensure new staff are provided with all they need to succeed in their role. .

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 challenging and exciting opportunity in a highly successful school.

Closing date: Monday 6th July 2026

Interviews: W/b 13th July 2026

Executive Headteacher: Mrs Katie Jacobs

Completed applications should be returned directly to Gillian Finney, by email to info@ofs.cheviotlt.co.uk.

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

Main Road, Whittonstall, Consett,
Northumberland, DH8 9JN

Job Advert Continued

The Cheviot Learning Trust is strongly committed to safeguarding and promoting the welfare of all children and young people and expects 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 Cheviot Trust [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

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

01207560325

admin@whfs.cheviottt.co.uk

www.whfs.cheviottt.co.uk

Address: Main Road, Whittonstall, Consett,
Northumberland, DH8 9JN



Job Description

Job Title: School Business Administrative Assistant

Responsible to: School Business Manager

Job Purpose:

Under the guidance of senior staff: be responsible for undertaking administrative, financial, organisational processes within the school. Assist with the planning and development of support services.

Duties and key results areas:

Organisation

1. Deal with complex reception/visitor etc. matters
2. Contribute to the planning, development and organisation of support service systems/ procedures/policies
3. Organise school trips/events etc
4. Supervise, train and develop staff as appropriate

Administration

1. Manage manual and computerised record and information systems
2. Analyse and evaluate information and produce reports and information as required
3. Undertake typing and word processing and complex IT tasks e.g. handling specific school based record systems and databases
4. Provide personal, administrative and organisational support to other staff
5. Provide organisational support to the Governing Body
6. Undertake the administration of complex procedures
7. Complete and submit complex forms and returns such as school census, including those to outside agencies e.g. DfE
8. Undertake the administration of payroll systems and documents as appropriate

Resources

1. Operate relevant equipment and complex ICT packages
2. Monitor and manage stock within an agreed budget, cataloguing resources and undertaking audits as required
3. Manage any retailing activity that takes place within the school e.g. uniform sales/ tuck shop etc.
4. Provide advice and guidance to staff, pupils and others
5. Undertake research and provide information to inform decisions
6. Assist with procurement and sponsorship
7. Assist with the marketing and promotion of the school
8. Manage the administration of facilities including the use of school premises
9. Undertake complex financial administrative procedures
10. Assist with the planning, monitoring and evaluation of the school's budget
11. Manage expenditure within an agreed budget

Job Description Continued

Responsibilities

1. Comply with and assist with the development of policies and procedures relating to:
 - a. Child protection
 - b. Health and safety
 - c. Data protection
 - d. Confidentiality
2. Reporting all concerns to an appropriate person.
3. Support the school's policies that ensure equality of opportunity
4. Contribute to the overall ethos of the school
5. Establish constructive relationships and communicate effectively with external agencies
6. Attend and participate in regular meetings
7. Participate in training and development as required.
8. 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

ESSENTIAL	DESIRABLE	ASSESSMENT
Knowledge and Qualifications		
NVQ 3 Qualification or experience in a relevant discipline e.g. RSA Level 3 Word Processing Very good numeracy and literacy skills	NVQ 2 qualification in literacy or numeracy	(a), (t)
Experience		
Experience of developing and managing administrative systems	Clerical/Financial /Administrative experience gained within a school or educational setting Experience of managing staff Experience of managing budgets	(a), (i)
Skills and Competencies		
Effective use of ICT and other specialist equipment /resources Good ICT and keyboard skills Ability to work with children and adults Ability to work as member of a team Ability to self evaluate learning needs and actively seek learning opportunities	Experience of educational ICT systems and/or other management information systems	(a), (i)
Other		
Willingness to participate in learning and development	Evidence of having undertaken learning outside of the work place	(a), (i)



Contact us

Whittonstall First School
Whittonstall
Consett
DH8 9JN

01207 560325
whfs.cheviotlt.co.uk
admin@whfs.cheviotlt.co.uk