



**BEDE ACADEMY**

*Emmanuel Schools Foundation*

**SENIOR ADMINISTRATOR (PRIMARY)**

VALUED, CHALLENGED, INSPIRED



# WELCOME

Dear Applicant

I am thrilled to see your interest in applying for the role of Senior Administrator at Bede Academy Primary School.

We believe ours is a truly exceptional school. As an all-through school, we serve students through their Nursery, Primary and Secondary educations. As a Christian-ethos school of character for the whole community, everyone is welcome at Bede Academy whatever their background, or ability, or faith position. We are all united behind a clear moral purpose as summed up in Christ's offer of 'life in all its fullness' John 10:10. As a result, we are a school where staff are fully committed to ensuring that they provide the very best teaching, learning, individual support and enrichment opportunities for our students.

At Bede Academy, we put a great deal of emphasis on ensuring that staff can work in an environment where students want to learn, in both Primary and Secondary phases. As a result, students across our Primary achieve very high standards of attainment – often significantly above regional and national standards. These high standards of academic success, underpinned by high levels of student attendance and behaviour are maintained because of a relentless commitment to high expectations both inside and outside of the classroom by all staff.

We focus on the holistic development of young people. Who a child becomes when they leave Bede matters just as much as their academic achievements. Outstanding teaching goes hand in hand with rich opportunities for character development. By putting character development at the heart of our mission, we seek to show students that our community is enriched by their willingness to use their gifts to serve others. A good work ethic, mutual respect and responsibility are key qualities which are nurtured in Bede Academy students of all ages, as we recognise that all are made in the image of God.

If you share this vision of academic excellence, high pastoral standards, care and development of good character within a Christian context and you are interested in serving our community here in Blyth then please give this opportunity careful consideration.

We truly believe that Bede Academy is a great place to learn as a student, and a great place to work as a member of staff. We are looking for someone to lead our Primary phase who holds the highest expectations of themselves, of their colleagues and of the students we all serve.

If this role, and our Primary school excites you and aligns with your moral purpose, experience and ambitions then do not hesitate to contact us to explore this further.

Andrew Thelwell  
Principal, Bede Academy

# MISSION

## CHARACTER EDUCATION

We build good character. We learn about good character, why it matters and how to develop it.

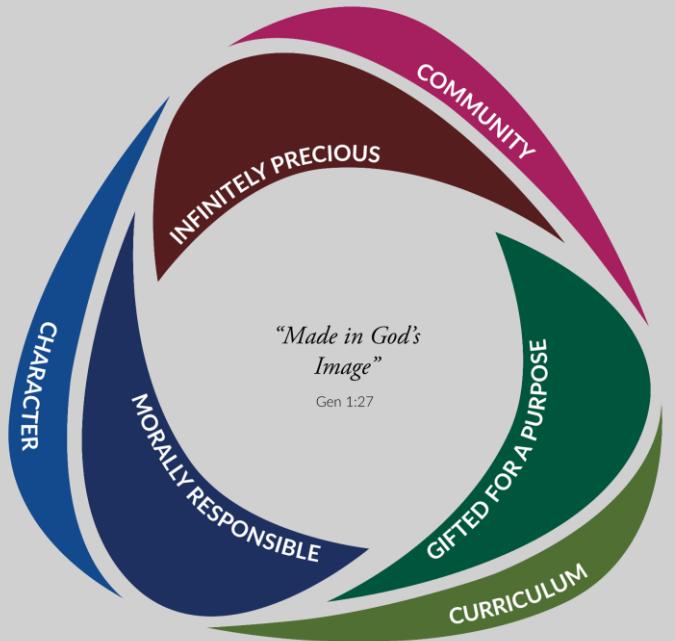
## CURRICULUM EXCELLENCE

We are determined to achieve a personal best. We provide a broad ambitious curriculum that ensures excellent student learning, progress and future destinations.

## COMMUNITY ENGAGEMENT

We serve with gratitude. We use our gifts to benefit the community and the environment.

## OUR CORE VIRTUES





“

ALL PEOPLE ARE INFINITELY  
PRECIOUS, MORALLY  
RESPONSIBLE AND GIFTED  
FOR A PURPOSE”

“

SUPPORTING STUDENTS  
AND STAFF TO BECOME  
THE PERSON THEY HAVE  
THE POTENTIAL TO BE”



# THE ROLE

## Purpose of the Role:

To provide high-level administrative support to ensure the smooth and efficient operation of the Primary Phase. The Senior Administrator will lead on key operational areas including office administration, attendance, health and safety, cover coordination, and enrichment logistics, while supporting the wider school community with professionalism and care.

## General Responsibilities:

- Undertake any other duties reasonably required by the Office Manager or Head of School.
- Uphold the values and ethos of Bede Academy in all interactions.

## Administration & Office Management:

- Welcome all visitors in a warm and professional manner.
- Manage incoming calls and messages, ensuring timely and accurate communication.
- Oversee the administration of late arrivals and early leavers.
- Perform general clerical duties including filing, photocopying, and data entry.
- Draft and distribute communications to parents via email, text, and letters.
- Maintain a clean, organised, and safe office environment.
- Assist with the coordination of training of administrative and clerical staff.

## Attendance & Punctuality:

- Monitor and report on student attendance and punctuality using the school system.
- Liaise with parents regarding absences and lateness, including follow-up letters and calls.
- Collaborate with teaching staff and AVPs to address attendance concerns.
- Prepare and present attendance data for leadership and governors.
- Build supportive relationships with families to improve attendance outcomes.

## Organisation & Event Coordination:

- Manage daily cover arrangements for absent teaching staff, including booking supply and maintaining records.
- Coordinate the organisation of academy events and extra-curricular clubs.
- Oversee changes to staff duties for break/lunch times and trip support.
- Maintain and monitor the support staff training schedule (first aid, evacuation, fire warden training)

# THE ROLE

## **Health, Safety & First Aid:**

- Maintain accurate health and safety records and ensure compliance with procedures.
- Keep fire drill logs and follow up on any recommendations.
- Ensure Personal Emergency Evacuation Plans (PEEPs) are completed and filed.
- Track and update health and safety training records.
- Monitor the completion of risk assessments for classes and events alongside the EVC
- Ensure accurate input and analysis of accident/sickness reports.
- Monitoring of Health Care Plans and liaise with parents, leaders and teaching staff.
- Attend termly Health & Safety meetings and report to governors.
- Hold or be willing to obtain a valid First Aid qualification and Administration of Medication.

## **Cover & Logistics:**

- Manage staff absence cover, including booking supply and ensuring return-to-work documentation is completed.

## **Clubs & Enrichment:**

- Coordinate the administration and logistics of extra-curricular clubs and enrichment activities.
- Maintain accurate registers and oversee communication with parents.

Emmanuel Schools Foundation is committed to the safeguarding of children, and all staff are expected to ensure that the Trust and its schools are safe and secure environments for students by observing the relevant and established Safeguarding policies and procedures.

As the trust grows, this role is likely to grow and develop further.

# THE PERSON

## Essential

- GCSEs (or equivalent) in English and Maths
- Significant experience in an administrative role within an educational setting
- Understanding of safeguarding and confidentiality requirements
- Excellent organisational and time-management skills
- Ability to communicate effectively with staff, parents, and external agencies
- Professional, approachable, and calm under pressure
- Ability to work independently and as part of a team
- Willingness to undertake First Aid training and administer medication
- Enhanced DBS clearance
- Ability to maintain and positively contribute to the ethos of the Academy

## Desirable

- NVQ Level 3 or above in Business Administration or equivalent
- Experience supervising or managing administrative staff
- Knowledge of Bromcom or other school management systems
- Ability to produce reports and analyse data effectively
- Proactive and solution-focused mindset
- Commitment to continuous improvement and innovation
- Previous First Aid qualification





# APPLICATION DETAILS

## Vacancy Details

Location: Bede Academy – Primary Phase

Salary: SCP10 - £24,035 annual salary (actual)

Working Terms: 37.5 hours per week; Term-time only plus one week

Start date: week commencing 16 or 23 March 2026

## Deadline

Closing date: Friday 23 January at noon

Interviews to be held 29 or 30 January

## How to apply:

For further information, please visit [Primary | Bede Academy](#) or email [slarmour@esf-mail.org.uk](mailto:slarmour@esf-mail.org.uk). A CV may be submitted to supplement your application but will not be accepted instead of a completed on-line application

APPLY ONLINE HERE

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. This post will involve daily contact with children and is subject to an enhanced DBS check. In addition, as part of the shortlisting process, and in accordance with statutory guidance, we may carry out an online search (for publicly available material) to help identify any incidents or issues that have happened which we may want to explore with shortlisted applicants at interview.

Please note that this detail is indicative and can be amended, updated or replaced as felt appropriate at any time and in order to remain in line with any future legal requirements or expectation.



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