



CHRIST'S COLLEGE

Emmanuel Schools Foundation

Administration Assistant

VALUED, CHALLENGED, INSPIRED



WELCOME

Dear Applicant

I am delighted that you are interested in applying for the role of Administration Assistant at Christ's College. Christ's College is a Christian ethos school of character for the whole community and is one of six schools in the North of England that make up Emmanuel Schools Foundation. We are an all-through school welcoming children from Reception through to Year 11 and are described by Ofsted as a "caring and nurturing environment" with a "calm and purposeful atmosphere." (Ofsted section 5 report: October 2023). We believe that all members of our school community are infinitely precious and welcome children of all faiths and backgrounds. Our school is fully inclusive serving the local community of Pennywell in Sunderland and beyond, and we have seen a rapid growth in numbers on roll in recent years. We are now full in most of KS2 AND KS3, with a waiting list in some year groups, and numbers on our school roll now over 800.

We have high expectations for all students, encouraging their pursuit of personal best, providing a rich and broad curriculum based on high aspirations for all. We are passionate about character education, wanting purpose and our students to flourish and to contribute to their community both now and in the future. We provide a plethora of opportunities for students to lead and to serve. We believe that supportive, our students are gifted for a purpose and encourage them to discover their gifts and talents and to then use them for the benefit of others. We also believe that all are morally responsible and thus take seriously our responsibility to encourage students to make good decisions and support them to put things right if they make bad choices.

Our staff team is exceptionally welcoming and supportive, and you would be joining a school that continues its rapid journey of improvement with fantastic support from the wider trust team. Whilst our secondary provision is much smaller than average, the benefits of a smaller setting are numerous. "Staff know pupils well. Relationships between staff and pupils are caring, warm and courteous" (Ofsted section 5 report: October 2023). We have strong systems and routines for behaviour and the successful applicant will ensure that we maintain a thorough and robust application of our Positive Behaviour policy, whilst ensuring that our students are well supported and nurtured.

As leaders we are committed to lead with care, clarity and consistency in order to forge a strong professional culture of personal growth and flourishing. Leaders and staff strive to model our core virtues of love wisdom, integrity, humility, self control and fairness, and recognise that we are all on a journey of character development. We seek to forge a reflective and purposeful school environment where staff love to work, and its students love to attend. We welcome applicants who are aligned to our ethos and are committed to joining us on this exciting journey.

Mrs Julie Normanton
Principal, Christ's College



MISSION

CHARACTER EDUCATION

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

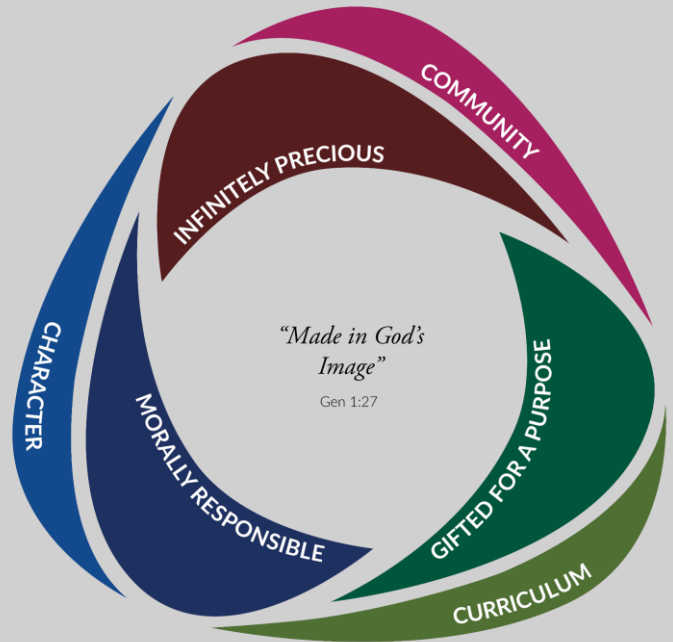
CURRICULUM EXCELLENCE

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”

A photograph of three students in school uniforms walking towards the camera on a paved path. In the background, there is a school building with a classical entrance featuring columns and a pediment. Other students are visible in the background, some standing and some walking. The lighting suggests it's daytime.

“

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

THE ROLE

To contribute to the development of a strong, effective school with an emphasis on delivering high quality administration support to the reception and administration team. The successful candidate will work closely with and learn from our experienced Administration Team, under the oversight of the Business Manager.

KEY DUTIES AND RESPONSIBILITIES

Reception

- To provide an efficient and effective administrative support function to the reception and administrative team.
- Support the receptionist with front of house tasks such as welcoming visitors to school, processing mail, assisting with First Aid.
- Handling sensitive and confidential information, including data entry.
- Switchboard operation and dealing with telephone enquiries to the College.
- Greeting parents and visitors to the College in a professional manner.
- To liaise with staff, students, members of the public regarding school related enquiries by telephone, email and face-to face.
- Administering and processing enquiries, referrals and other requests in line with procedures.

Administrative

- Maintain manual and computerised records/management information systems (Bromcom)
- Student records data processing and production
- Maintain accurate records in-line with GDPR.

General

- Maintain and promote positive working relationships with all colleagues
- Undertake morning, break and lunch time duties according to the College rota.
- Contribute to the overall ethos, vision and values of the College.
- Undertake any other tasks which are reasonably requested by the Principal.

In addition to the main duties detailed above, a Teaching Assistant would be expected to carry out any further duties as reasonably required by the Principal

THE PERSON

Essential

- Administrative Experience
- Strongly self motivated and emotionally resilient
- Exceptional levels of personal integrity, discretion, honesty reliability and self awareness
- Conscientious and diligent work ethic
- Ability to work under pressure, prioritising own workload
- GCSEs or equivalent Maths and English at grade 4 (C) or higher
- Able to work effectively as part of a team
- Experience of working with IT systems, Microsoft Office, Excel and Power Point
- Experience of working with children and /or young people
- Ability to plan, organise and prioritise effectively
- Complete discretion and confidentiality
- Confident and concise communication with parents/carers and professionals

Desirable

- Experience of working within a school environment
- Qualifications and experience in First Aid
- Experience of working with children and /or young people
- Flexibility, on occasions and within reason, in approach to working hours
- Evidence of learning beyond the workplace



**WINNING WILL MAKE YOU FAMOUS.
LOSING MEANS CERTAIN DEATH.**

In a dark vision of the near future, twelve boys and twelve girls are forced to appear in a live TV show called the Hunger Games. There is only one rule: kill or be killed.

When sixteen-year-old Katniss Everdeen steps forward to take her sister's place in the games, she sees it as a death sentence. But a twist has been close to death before. For her, survival is second nature.

**THE FIRST BOOK IN THE GROUND-BREAKING
HUNGER GAMES TRILOGY**

"STUNNING"
THE TIMES

THE HUNGER GAMES

SUZANNE COLLINS

BOOK



APPLICATION DETAILS

Vacancy Details

Salary: SCP4 – SCP12

Start date: September 2026

Location: Christ's College, Pennywell Road, Sunderland

Working Terms: Permanent

Closing date: **Monday 3 August at 9am**

Interviews to be held Friday 7 August 2026

How to apply:

Please apply via My New Term

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.