

One Excellence English Hub Administrator

**English Hub Administrator - Fixed term until 31st August 2026 (in the first instance)
NJC Grade G, Spinal Point 9 – 12 (actual salary £23,463 - £24,620)
37 hours per week, term time only plus 5 days**

One Excellence Multi Academy Trust is a Multi Academy Trust made up of four schools. The Trust was founded in July 2017 and is a mixed Multi Academy Trust. The vision and rationale behind the wider partnership are based on shared values and aspirations, a strong sense of community identity and values of inclusion and aspiration for all.

One Excellence Multi Academy Trust believes in supporting and investing in its staff and has a structured health and well-being programme. The programme includes physiotherapy, nurse support service and drop-in clinic, counselling, mindfulness sessions, weight management, stress awareness, GP consultations and private medical operations if required. We are also keen for staff to be able to reach their full potential and offer a range of professional development opportunities in all areas of education, nurturing and leadership.

One Excellence English Hub, based at St Michael's Church of England Primary School in Bishop Middleham, Ferryhill is one of 34 English Hubs designated by the Department for Education. We primarily work with schools across the North East of England.

Our three main aims are to:

- Support schools to deliver excellent teaching in age-appropriate Phonics.
- Early language development.
- Develop a love of reading.

Our work with schools includes:

- Developing and delivering phonics showcases to share strong practice.
- Supporting schools to complete (and then review) action plans.
- Carrying out early reading audits with school Reading Leaders and Senior Leadership Teams.
- Supporting some schools to buy in phonics resources (eligibility criteria applies).
- Providing staff CPD and medium level support for schools.
- Working with our Literacy Specialists to support their work in our partnership schools.

As we enter the seventh year of being an English Hub, we are excited to recruit an administrator who will support the next stage of our development. We are looking for an enthusiastic, experienced administrator who will:

- Support our highly effective English Hub to drive up standards across our region.
- Enjoy working with a wide variety of partners including schools, Trusts, local authorities and the Department of Education.
- Be committed to providing excellent administration support to ensure our team can fulfil their roles .
- Be able to ensure that our administration is effective and efficient.

Disclosure: We are committed to safeguarding and promoting the welfare of children and expect all staff to share this commitment. The successful applicant will be subject to enhanced clearance through the Disclosure and Barring Service. We are an Equal Opportunities Employer. We want to develop a more diverse workforce, and we welcome applications from all sections of the community. Applicants with disabilities will be invited for an interview if the essential job criteria are met. Where our roles are customer facing and you are required to speak to members of the public, the ability to converse at ease with customers and provide advice in accurate spoken English is essential for the post. As a disability confident employer, we are committed to employing disabled people and people with health conditions making reasonable adjustments to support disabled applicants when required.

If you think this post is for you, please contact Beth Dawson, Headteacher, for an informal discussion on (01740) 651482.

Applicants should apply by using the following link: <https://mynewterm.com/jobs/148854/EDV-2026-SMCEPS-05165>

Closing date: Noon on Friday 13th February 2026

Interview date: TBC