

Job Vacancy Pack

Administration Assistant

Brine Leas School

£21,938 - £22,285 Per Annum (actual salary)

Grade 4 SCP 5 to SCP 6

37 hours per week, 8am - 4pm, 40 weeks per year
(two weeks out of term - to be agreed with line manager)

- + Pension Scheme (LGPS)
- + The Cornovii Trust Employee Assistance Programme
- + Priority admission for children of staff
- + Comprehensive induction programme & continued support

Required for September 2025

Closing Date: Friday 27th June 2025 at 12pm



**Brine Leas
School**

June 2025

Dear Applicant

Administration Assistant

We are excited to announce an opportunity for an Administration Assistant to join our Admin team.

We are extremely proud of our school, and we are looking for a colleague who will continue to build productive relationships within our school community. You will be part of a strong team of staff who are focused on delivering our core values, supported by a governing body who take their strategic role seriously.

Brine Leas School is in Nantwich, Cheshire, and is a highly successful and oversubscribed school, consistently rated "Good" by Ofsted with an "Outstanding" sixth form. The school's thriving sixth form, BL6, offers a challenging academic program with tailored mentoring and comprehensive support, attracting students from diverse backgrounds.

The mission statement, "Believe, Learn, Succeed." underpins the school's approach, encouraging students to reach their full potential through high-quality teaching and excellent pastoral support.

For any enquiries please contact Cally Quarterman in the HR team on 01270 625663 or hr@brineleas.co.uk. All posts are subject to enhanced disclosure procedures and pre-employment checks.

Thank you for considering this opportunity

Yours sincerely,



Paul Whitehead
Headteacher

Job Description: **Administration Assistant**

Job Purpose

To provide administrative support in order to contribute to the smooth running of the school.

Main Areas of responsibility

To provide a professional, confidential administrative support service to the whole school, including:

- Report to office team leader and headteacher's PA
- Daily service of school administration, ensuring the smooth and effective use of communication systems
- General administrative duties such as typing, photocopying, filing, collation and distribution of post
- In liaison with appropriate school staff, to contribute to the maintenance of school information, databases and filing systems relating to pupils, ensuring confidentiality is observed at all times and records are accurate and up to date.
- To assist school staff in all aspects of school life, including contacting parents and pupils where necessary
- To provide general administrative support to the school as required, including assisting the attendance officer and other duties relating to specific areas, as directed
- Main reception duties
- Support the maintenance of extra-curricular activities, school trips, school meal arrangements etc.
- To attend and assist with events out of normal school hours; to be arranged with line manager
- To maintain a clear workload within the school holidays; to be arranged with line manager

School Ethos

Enthusiasm for and commitment to the achievement of the school's/Trusts overall vision for success at all levels.

- Motivation to work with children and young people.
- Ability to build and sustain professional standards, relationships and personal boundaries with children and young people.
- Emotional maturity and resilience in dealing with challenging behaviours
- Ability to contribute towards creating a safe and protective environment.
- Willingness to continue professional development.
- Commitment to maintaining high standards and expectations.
- Commitment to contributing to school life as a whole.
- Commitment to equality of opportunity, valuing diversity and the safeguarding and welfare of all students.

Job Vacancy Information

Rewards and Benefits

Our people are at the heart of our success. We recognise that every school and every individual is of equal importance, we respect and have tolerance of all, and we ensure that everyone feels known, appreciated and valued.

We have developed a strong culture of collaboration and best practice, investing in our staff with support, coaching, mentoring and a wide range of top-quality training programmes at every level.

You will have opportunities to learn from colleagues who are highly experienced, knowledgeable, and committed education practitioners to support your development and career with the trust.

You will have the autonomy to evolve your school's vision, values, performance and culture, but you will never be alone, you will have continuous support from the wider trust.

You will also have full access to our rewards package:

Learning and development

We offer a wide range of training and development opportunities including structured qualifications, and you will be able to access support, coaching and mentoring by senior members of staff from across the trust.

Competitive pension scheme

Support staff are part of Cheshire pension fund (LGPS) You receive a guaranteed pension through the Local Government Pension Scheme. The fund provides you with a guaranteed future income.

The LGPS is provided by your employer who pay a large part of the cost for providing the excellent range of benefits. It is a valuable part of the pay and reward package for employees working in local government or working for other employers participating in the scheme.

Employee Assistance Programme

We have partnered with Legal and General to offer free and confidential advice to our staff. This is available 24 hours, 7 days per week for you and your immediate family. Some of the services include support with family, financial information, legal advice, stress and anxiety, and bereavement. You will also have access to structured counselling sessions.

Discounts on shopping, leisure, and travel

Through our Legal and General EAP our staff have access to a wide range of offers and discounts on high street and supermarket shopping, leisure facilities such as cinema and gym, and travel options such as holidays and hotel stays.

Reduced gym membership at 'The Barony' fitness centre in Nantwich and an on-site staff gym at Brine Leas School.

Flu vaccinations

All staff have the option to access their annual flu vaccination via a local pharmacy.

Important

The Rehabilitation of Offender Act

All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. The successful applicant will be required to apply for an enhanced DBS certificate. As the post will involve regulated activity with children, it is a criminal offence to apply for this post if you are included on the children's barred list held by the DBS.

Amendments to the Exceptions Order 1975 (2013, 2020 & 2023) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website or visit <https://unlock.org.uk/advice/what-will-be-filteredby-dbs/>.

Shortlisted candidates will be asked to provide details of all unspent convictions and those that would not be filtered, prior to the date of the interview. You may 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 & Barring Service before your appointment is confirmed.

Any data processed as part of the DBS check will be processed in accordance with data protection regulations and the trust's privacy statement.

Person Specification: Administration Assistant

	Essential	Desirable	How Evidenced?
Training and Qualifications			
English and Maths GCSE, or equivalent, at grade 5 or above.	Y		A
Compliance of data protection and Adherence to confidentiality	Y		A & I
Advanced IT skills with experience of Microsoft Office 365	Y		
Previous experience working in a similar role in a school.		Y	
Experience			
Previous experience working in a similar role in a school		Y	A & I
Professional Knowledge and Skills			
Excellent interpersonal and communication skills	Y		A & I
Good organisational and planning skills, including prioritising tasks	Y		A & I
Ability to work as part of a team; working effectively with people across a wide range of levels and responsibilities	Y		I
Ability to work using own initiative, exercising good judgement where unsupervised	Y		I
Flexibility of approach to work	Y		I
Ability to contribute to the maintenance of accurate work records and inventories	Y		I
Good judgement	Y		I
Personal Attributes			
Ability to promote diversity and equality of opportunity	Y		I
Safeguarding			
A commitment to safeguarding and promoting the welfare of children and young people.	Y		I

Key:

I – Interview

A – Application form

Information for Applicants

About the School

Brine Leas is proud to be part of the Cornovii Trust.

Brine Leas School is located in Nantwich, South Cheshire, caters to students aged 11 to 18 and has approximately 1,440 pupils enrolled.

We are deeply committed to our local community, fostering strong connections and support networks. The school is highly regarded in the local community and consistently oversubscribed, with a published admission number of 215.

The school's exceptional pastoral care ensures that every student feels supported and valued, contributing to their overall well-being and success. At the heart of the school is its thriving house system, which encourages teamwork, camaraderie, and a sense of belonging among students.

The Outstanding Sixth Form, BL6, is a thriving post-16 provision with over 300 students from many local schools, offering exceptional opportunities for academic and personal growth.

All these elements are underpinned by the school's guiding principles: Believe, Learn & Succeed, which inspire students to reach their full potential and achieve excellence in all aspects of their education.

Brine Leas School has a long history of securing the very best GCSE results, reflecting its dedication to academic excellence.

The school was most recently inspected by Ofsted in May 2022. [Ofsted Report](#)



The Cornovii Trust

The Cornovii Trust

The Trust currently consists of 7 local schools: Alsager Highfields Primary; Alsager School; Audlem St. James CofE Primary; Brine Leas School; Pear Tree Primary and Weston Village Primary. We are a local trust providing support for local schools, children and families.

The Cornovii Trust is built on 6 core principles: Collaboration, Excellence, Child Centered, Inclusivity, Equality & Community