



BELLINGHAM PARTNERSHIP OF SCHOOLS

Executive Headteacher: Steve Gibson



T: 01434 220 230

E: firstadmin@bellinghampartnership.uk

W: www.bellinghamprimary.northumberland.sch.uk

T: 01434 220 235

E: middleadmin@bellinghampartnership.uk

W: www.bellinghammiddle.northumberland.sch.uk

JOB SUMMARY

Admin Assistant Level 2 – Bellingham Partnership of Schools

Contract Type:	Permanent
Working Pattern:	Term time, plus 5 days (25 hours per week) Variable 10 hours to 30 hours to start at 25 hours
Advert Start Date:	19 th May 2025
Salary:	Level 2, Band 2 (Pro rata of £24 628 Full Time Equivalent)
Job Category:	Schools Administration
Employment Location:	Bellingham Partnership of Schools
Closing Date:	Thursday 12 th June 2025 at 11 a.m.

FURTHER INFORMATION

Administration Assistant

Required as soon as possible

Our governors are seeking to appoint a dedicated and highly-motivated Admin Assistant. This is an exciting opportunity for the right candidate. You will be part of a strong and supportive team which is committed to providing a safe and inclusive learning environment where everyone is valued and encouraged to reach their full potential.

The schools are seeking to appoint a well-organised person to undertake a variety of administration tasks in a busy school office commencing as soon as possible.

Being the first point of contact for the school and dealing with a wide range of professionals, staff, parents, children and other members of the community, excellent interpersonal and team-working skills are essential. Experience of working in an office, with a good knowledge of IT systems, good numeracy, literacy and ICT skills is essential.

Potential applicants are welcome to visit us at the school.

We are strongly committed to safeguarding and promoting the welfare of all children and young people and expect all staff to share this commitment. An enhanced Disclosure and Barring Service (DBS) disclosure is required for this post.

Interested in applying? Please register your interest by emailing
bernie.thompson@bellinghampartnership.uk

Application forms are available from the school by telephoning the school office. A completed application must be sent to bernie.thompson@bellinghampartnership.uk no later than 11am on Thursday 12th June 2025.