



ADMINISTRATION ASSISTANT

Full Time, Permanent

About Our School



**Small enough to care,
big enough to deliver a positive impact**

Welcome

Thank you for your interest in the opportunity to join Seaton Valley High School and Whytrig Middle School at this exciting stage in our journey.

In September 2025, we entered a new era as we moved into our brand-new, purpose-built school building. Co-located on Prospect Avenue in Seaton Delaval, these two schools form part of the Seaton Valley Federation of Schools, alongside Seaton Sluice Middle School. All three schools share a single governing body and work closely together as a cohesive community.

We are immensely proud of the work we do and the strong relationships we have built with our students, families, and the wider community. We strive for excellence in the education we provide and are proud that all schools in our federation are rated 'Good' by Ofsted.

One of our key strengths is the relatively small size of our schools, which allows us to truly get to know our students. This enables us to respond to their individual needs and support them in achieving their full potential.

We are fortunate to have a dedicated and passionate staff team, committed to securing the best possible outcomes for our students while recognising and valuing their unique needs. Many of our staff choose to spend a significant part of their careers with us, reflecting the supportive and collaborative environment we have cultivated.

We are firmly committed to continuous professional development (CPD) and have developed strong partnerships with other schools across the North East to ensure our teaching staff benefit from outstanding professional learning opportunities. Supporting the growth and development of our support staff is equally important to us.

We hope the information in this pack inspires you to apply for this exciting opportunity. If you would like an informal discussion about the position, please feel free to contact us on **0191 2371505**.

Our Ethos and Values

We have three main themes to our ethos:

- To know every child academically and pastorally as a complete young person.
- To treat everyone and everything with respect.
- To strive for everyone to be as good as they can be and to be proud of doing well.

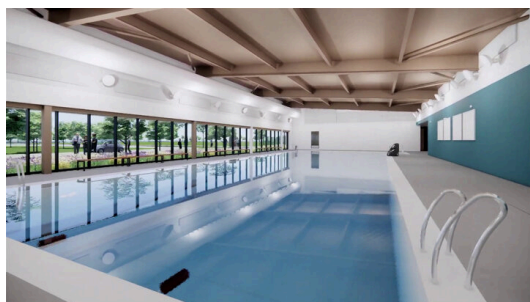
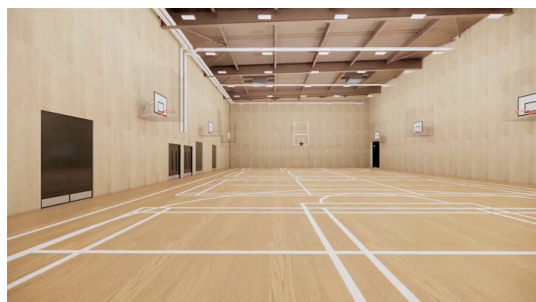


All three schools in the Seaton Valley Federation share a set of core values. We expect that all members of our school community will:

- develop their self-knowledge, self-esteem and self-confidence
- respect the laws of England and will know right from wrong and ensure their actions reflect this
- accept responsibility for their behaviour
- show initiative and contribute in a positive way to the school community, the local community and society in general
- show respect for each other and all other people
- show tolerance and respect for different cultures and traditions and will never act in such a way that these cultures or traditions are abused or attacked
- show respect for the rule of democracy and respect for the democratic principles of England.

Our New Building

September 2025 brought a new era for Seaton Valley High School and Whytrig Middle School, as we moved into our new multi-million pound campus, featuring fantastic facilities for our students, staff and community, including fitness studio, swimming pool, 3G pitch and transforming the learning environment for students.



About our Schools

	Age Range	Total Number of Pupils	Number in sixth Form
Seaton Valley High School	13 to 18 years	664	188
Seaton Sluice Middle School	9 to 13 years	320	N/A
Whytrig Middle School	9 to 13 years	331	N/A

Seaton Valley High School attracts students from outside the Seaton Valley area due to the inclusive nature of our school environment. Many students who have faced challenges elsewhere come to our school and thrive. Our dedicated staff are both caring and nurturing, ensuring that every child is given the support and opportunities needed to succeed.

We focus on positive relationships between all members of the school community. We aim to help develop our students' understanding of what positive relationships and behaviour look like and we strive to support those students who struggle with this, providing support for students wellbeing through our pastoral and counselling services.

We strive to support all students to achieve their full potential. This starts first through quality first teaching in each classroom – teachers knowing the students in front of them and adapting their teaching to suit the individual needs. Wraparound support is also put in place for those students who need it, especially from a pastoral and SEN perspective.

We also have a strong sixth form and we typically retain 75% of our Year 11 students for further study. This year we are launching our Sports Academy in 6th form, with the fantastic new sporting facilities available to us, including a 25 metre swimming pool, dance studio, sports hall, 3G and grass pitches.

More information about sixth form including our prospectus is available from:
www.svf.org.uk/sixthform

About our Structure and Teams

The Senior Leadership team across are schools are lead by the Executive Headteacher, there is a Head of School in each school along with the Business Director.

Executive Headteacher			
Head of School Seaton Valley High School Richard Goodman	Head of School Whytrig Middle School Jon Souter	Head of School Seaton Sluice Middle School Karen McSparron	Business Director Ben Watson

In each school there is an individual Leadership Team, the SLT meet in their school base but we often meet as a wider SLT to share practice across the federation.

Head of School Seaton Valley High School Richard Goodman				
Assistant Headteacher SEND & Disadvantaged Kath Lennon	Assistant Headteacher Curriculum Lou Power	Assistant Headteacher 6th Form Adam Ironside	Assistant Headteacher Attendance & Pastoral Stephen Wood	Business Manager Janet Das

Each member of the Senior Leadership line manages a faculty / department within the school, each faculty has a Head of Faculty. The Support staff team is headed up by the Business Director, supported by three Business Managers with responsibilities for Data and Curriculum, ICT and site, HR, Administration, partnerships, marketing and governance.

About our Performance and Ofsted

We are proud of our Ofsted reports, we are rated as Good schools across the federation

	Overall Effectiveness	Last Ofsted Inspection
Seaton Valley High School	Good	December 2024

‘Astley Community High School is a close-knit community where pupils are safe and happy. Pupils are proud to attend the school and enjoy positive relationships with staff. The school has high expectations for pupils. Staff know pupils well. Pupils are regarded as individuals. Pastoral care is strong. Pupils conduct themselves well. They greet visitors warmly and demonstrate excellent manners. The school is calm and orderly. In lessons, pupils work hard and listen carefully to their teachers. At social times, pupils mix well together. Sixth-form students are positive role models for younger pupils.’

Seaton Sluice Middle School	Good	September 2023
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‘Pupils at Seaton Sluice Middle School are proud of their school community. They say that everyone is welcome and that teachers will always help them do their best. Inspectors agree. Pupils are polite and confident when speaking to staff, visitors and each another. They are keen to make the most of their time at school. Bullying at the school is rare. If pupils are unkind in their words or actions, staff deal with this immediately. Pupils tell an adult if something is worrying them. The school counsellor provides additional support for vulnerable pupils. This helps pupils to become confident and resilient young adults. The school’s approach to promoting and supporting the mental health and well-being of pupils and staff is a strength of the school’

Whytrig Middle School	Good	December 2021
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‘This school is an inclusive environment where pupils value each other. They respect and celebrate difference. There is a strong sense of community and pupils feel responsible for each other. Pupils spoken to would all challenge bullying if they saw it. Parents and carers and pupils agree that if bullying does occur, it is dealt with effectively by staff. Pupils feel safe and happy here. They are rightly proud of their school. Behaviour is exemplary. Pupils who have previously found school difficult thrive and flourish here.’

For full reports visit <https://reports.ofsted.gov.uk>

Our Commitment to safeguarding

Keeping our children and young people safe and secure is crucially important. We are committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment.

It is important during the recruitment process that we ensure candidates support this commitment. We will ask all applicants to tell us in confidence about any criminal convictions they have and the successful candidate will also need to obtain an enhanced certificate from the Disclosure and Barring Service (DBS). This does not mean that you cannot work here if you have a criminal conviction as we will take into account factors such as the age of the conviction, its relevance to the job and any mitigating factors before making a decision.

However we are aware that not everyone who is a risk to children will have a criminal conviction and therefore you should expect at interview that we will explore any gaps in your employment record, your motivations for working with children and young people and your ability to keep them safe from harm. We will also check this information in any references we receive, one of which must be from your current or last employer.

As part of our pre-employment checks, we will complete an online search of candidates.

How To Apply

All of our job vacancies are advertised on our website www.svf.org.uk/vacancies, along with the job advert, a job description and a candidate information pack.

Please read through all of the information on the role and click on the link to apply, this will take you to mynewterm, our application portal, where you will be able to complete an application form online.

Please note that we do not accept CVs.

What We Offer and Staff Benefits

We offer staff benefits

Competitive Salary

Cycle To work Scheme

Onsite Parking

Onsite Gym at Astley and Whytrig

Teachers Pension Scheme

Tyne & Wear Tyne Pension Scheme for support staff

NHS Fleet solutions for support staff

Generous Annual Leave Allowance

Learning and Development

Salary Sacrifice

Occupational Health

Flu Jab

Mental Health support



Contact Us

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www.svf.org.uk