

Breckon Hill Primary School
Breckon Hill Road
Middlesbrough
TS4 2DS
Tel: 01642 243044

Website: www.breckonhillprimary.co.uk
E-mail: bkcontact@breckonhillprimary.co.uk

RECEPTIONIST/ADMIN SUPPORT ASSISTANT

Permanent

Grade E: SCP 6 - 7

20 hours per week 8am – 12noon

Actual Salary £12,137 - £12,331pa (under 5yrs continuous service)

£12,412 - £12,610pa (over 5yrs continuous service)

Term time only, plus 5 days

Start Date: 5th January 2026 (or sooner if possible)

The School Reception/Admin Support Assistant will act as the initial point of contact for parents, visitors and other stakeholders. You will also be responsible for supporting with the administrative, financial and organisational processes within the school.

At Legacy Learning Trust we are a strong, growing, cross-phase Trust, rooted in our local community and committed to ***placing learners and learning at the heart of all that we do.***

We welcome applications from candidates who align with the values we pride ourselves upon:

- Strong relationships
- High expectations and aspirations
- Equality and equity
- Celebrating diversity

Breckon Hill Primary School is part of The Legacy Learning Trust. We are a mainstream primary school that is committed to inclusive education and meeting the needs of all the children in our care. We look to ensure children make the most progress they can, in all areas of school life. High quality staff to support children's learning and emotional and social well-being, a well-planned curriculum and a commitment to developing a strong sense of belonging are at the heart of all we do.

We place the students at the heart of all that we do.

We offer you:

- A wonderful place to work in, with supportive hardworking colleagues and governors who care passionately about our school and local community.
- Collaborative working with colleagues from other trust schools.

To apply, please visit www.breckonhillprimary.co.uk

Please refer to the supporting documentation, to complete the application form.

Please return your form electronically to katy.blakemore@breckonhillprimary.co.uk

Closing date: 9am Friday 24th October 2025

Please note: the post holder will be engaging in regulated activity, working mainly or wholly with children. This position is exempt from the rehabilitation of offender's act 1974. It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an enhanced Disclosure and Barring Service (DBS) check.