St Aidan’s Church of England [Aided] Memorial Primary School

Loyalty Road

Hartlepool

TS25 5BA

Administration Assistant, Band 5, £13,926 per annum, 37 hours per week,

term time only, which includes 5 PD Days. This is a permanent position.

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The Governors wish to appoint an administration assistant to provide routine general clerical, administrative and financial support to the school.

Essential requirements of the position include previous clerical/administrative experience as well as demonstrating good ICT skills. Previous customer service/reception experience and excellent organisation skills, initiative and the ability to work as part of a team are also essential requirements of the post. **EXPERIENCE OF USING THE SIMS SYSTEM IS ESSENTIAL, PLEASE SEE JOB SPECIFICATION**.

The successful candidate must be able to communicate effectively with a wide range of people including staff, visitors, children and their families and carers.

The position will start as soon as possible [subject to necessary pre-employment checks] and the hours of work will be 8.00am – 4.15pm Monday to Thursday and 8.00am – 3.45pm Friday with 45 minutes lunch break.

St Aidan’s Church of England [Aided] Memorial Primary School is committed to safeguarding

and promoting the welfare of children and young people and expects all staff and volunteers

to share this commitment. As such the successful candidate will be required to undergo an

enhanced DBS check.

For an informal discussion about the position please contact Janette Davison, Senior Administration Assistant on 01429 273695.

For an application pack please email [admin2.staidans@school.hartlepool.gov.uk](mailto:admin2.staidans@school.hartlepool.gov.uk).

Completed application forms should be returned via the email address above or posted to

Mrs E Peeke – School Business Manager

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Closing date for the receipt of applications is noon Monday 31 October 2016.

Interviews Wednesday 2 November 2016.