

Allendale Primary School

Admin Officer, Band 3, Spine Point 14-17, salary £9.16 per hour

Permanent post; will be part of a job share

Variable hours 10 – 14 per week, to start at 13.25 hours term time only.

Required from the end of February 2019

The Governors of Allendale Primary School wish to recruit a highly motivated, polite, friendly and efficient administrator to run our very busy school office for 2.5 days per week. We are a thriving Primary School of approximately 115 pupils. We have a highly enthusiastic and committed staff, supported by an active Governing Body and PTFA, who all work together to enable our children to enjoy school and achieve their potential.

We are looking for someone who has excellent organisational skills, knowledge of IT, especially excel, and ability to manage their workload. The successful candidate will be the first point of contact for parents and visitors to the school, therefore must have a courteous, friendly and polite manner, be helpful and have good communication skills.

The post entails dealing with sensitive information so confidentiality is of the utmost importance. Good IT, Maths and English skills are vital. Experience of working in a school and / or working with SIMs would be an advantage but not essential.

Potential applicants are welcome to visit the school.

Applications should be sent to alison.hawkins@allendaleprimary.northumberland.sch.uk or sent directly to school marked for the attention of the Headteacher, Mrs A Hawkins.

This role involves working with children and an enhance DBS clearance will be required.

Closing date: Monday 21st January 2019 12pm

Interviews to be held, week beginning 28th January 2019