

Darras Hall Primary School
Middle Drive
Darras Hall
Ponteland
NE20 9DS

Group 3, 480 pupils 52 place nursery

Vacancy: **Senior Admin and Support Manager**

Contract type: 37 hours per week, term time plus 10 days

Grade/Salary: Band 5

The Governors of Darras Hall Primary School seek to appoint a Senior Admin and Support Manager.

This is an exciting opportunity to join an effective school.

We are looking for someone who:

- Is hardworking and organised and able to manage a team
- Is friendly and welcoming with both children and parents
- Is enthusiastic, highly motivated, energetic and creative
- Enjoys new challenges and working as part of an effective team

In return we can offer:

- Committed, dynamic and supportive staff and governors
- An excellent work environment
- Support for career development

Darras Hall Primary School is committed to safeguarding and promoting the welfare of all pupils and expect all staff to share this commitment. Successful applicants will undertake an Enhanced Disclosure from the Disclosure and Barring Service.

Closing Date: Friday 18 January 2019