Job Title: Administration Officer

Full time, term time plus 5 days (37 hours)

Salary: £14,857-£15,322 – Level 2

Nunnykirk School is a non-maintained special school in rural Northumberland providing education for pupils with specific learning difficulties. Further information about the school can be found on our website [www.nunnykirk.school](http://www.nunnykirk.school)

Our Governors are looking to appoint a friendly, enthusiastic and motivated Administration Officer to join their very successful team as soon as possible.

You will be required to assist the School Business Manager and other members of the Senior Leadership team and their staff with general admin support.

The successful candidate must have:

* Relevant qualifications in word-processing and using Microsoft Office
* Experience of working in a school and able to deal with confidential and sensitive matters and display excellent customer service skills
* The ability to work independently, prioritising a busy workload and able to communicate effectively with staff and pupils
* The ability to work as part of a team with good attention to detail and pride in his/her work.
* The ability to organise workload, be adaptable and flexible and have a good sense of humour.

The working pattern will be:

* Monday to Thursday 08:00 to 16:00
* Fridays 08:00 to 15:30

In return we can offer an exciting opportunity to be part of our unique and growing community. We are strongly committed to safeguarding and promoting the welfare of all children and young people and expect all staff to share this commitment. An enhanced Disclosure and Barring Services (DBS) disclosure is required for this post.

Informal discussions or visits to the school prior to interview are encouraged. Please contact, Alison Moon, School Business Manager to arrange a visit on 01670 772685.

Completed applications should be returned directly to Nunnykirk either by post to:

Nunnykirk School

Nunnykirk Hall

Netherwitton

Morpeth

Northumberland

NE61 4PB

Or by email to: [secretary.nunnykirk@gmail.com](mailto:secretary.nunnykirk@gmail.com)

**Closing date is Friday 1st March 2019 at midday.**

**Interviews will be held on Monday 11th March 2019.**