



Hexham First School

<http://www.hexhamfirst.northumberland.sch.uk>

Administration Assistant Band 2

Permanent - Part Time, Term Time plus
4 days

Variable hours contract range 14 - 21, initially
14 hours per week

£18,065-£18,426 FTE

£5,841-£5,958 Pro rata

Hexham First School is a small, inclusive school situated in the eastern end of the market town of Hexham. Currently we have 125 pupils on roll (including Nursery). The school consists of four classes and an Early Years Unit.

We are seeking to appoint a highly motivated and experienced administration assistant to join our team from Monday 20th April 2020. We invite applications from candidates with proven skills and the commitment and desire to make a positive impact for our pupils.

Our vision and values are at the heart of everything we do so that our children are happy, inspired and excited to make a difference to their lives and those around them. We need a dedicated and hardworking individual who shares the school values and aims.

The successful candidate will be reliable with good numeracy, literacy and computer skills and a friendly manner. Applicants should have experience of general clerical and administrative work and the ability to relate to children and adults. The successful candidate will also be required to provide a telephone and reception service for the school.

The working pattern will be:

Thursday: 8:30 am to 4 pm

Friday: 8:30 am to 4 pm

In return we can offer an exciting opportunity to be a part of our nurturing community with opportunities for continual professional development.

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 Service (DBS) disclosure is required for this post.



Informal discussions or visits to the school prior to interview are encouraged. Please contact Justine Overton, Headteacher to arrange a visit. Tel: 01434 603467

Application forms can be downloaded from this website and are also available from the school by telephoning the school office.

Completed applications should be returned directly to the school either by post to Justine Overton, Hexham First School, Beaufront Avenue, Hexham, Northumberland, NE46 1JD or by email to admin@hexhamfirst.co.uk

**Closing date: Noon on Friday 28th February
2020 Interview Date: TBC**

Headteacher: Justine Overton, Hexham First School, Beaufront Avenue, Hexham,
Northumberland,
NE46 1JD

E-mail: admin@hexhamfirst.co.uk

Website: <http://www.hexhamfirst.northumberland.sch.uk>

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