



Happiness ● Excellence ● Ambition ● Respect ● Togetherness

*Our values are at the **HEART** of our school.*

SECONDMENT OPPORTUNITY

Administration Assistant at Washingwell Community Primary School

A fantastic opportunity has arisen for the right person to develop their skills and enhance future career prospects through a secondment.

The selected candidate will join an enthusiastic, dedicated and innovative staff team in a school which strives to provide the best possible all round education for all of its pupils. You will organise and supervise administrative systems and be responsible to the Head Teacher and School Business Manager whilst undertaking a wide range of administrative, financial and organisational processes within a busy school office.

If you are professional, organised, enthusiastic, flexible, motivated and a strong team player, we would be delighted to consider an application from you.

Due to the current Covid-19 restrictions in place, unfortunately we are unable to accommodate visits to the school prior to shortlisting and interview processes. Interested parties are, however, welcome to telephone Miss Catherine Bulman; School Business Manager on 0191 4884400 with any questions about the role or to discuss the opportunity in more detail before submitting an application.

The secondment opportunity is for a one-year period initially (1/1/21 – 31/12/21). Whilst an agreement of this type can be terminated by either party with four weeks' notice within the set period, it does have the potential to continue beyond the first year.

Closing date for applications: Midnight on Sunday 29 November 2020

Administration Assistant

32.5 hours per week.

Monday – Friday 8.30am – 4.00pm

Plus 10 days in the school holidays (days and hours to be determined).

Mrs A Hall
Head Teacher

