

Receptionist/Administrator

Atkinson Road Primary Academy
Newcastle upon Tyne
NE4 8XT

£18,933 full time equivalent, Actual salary £14,455.60
Permanent
32.5 hours per week
Term Time Only + 3 Training Days
(Monday - Friday 8.30am to 3.30pm)

The Trustees are seeking to appoint an exceptional receptionist/administrator for Atkinson Road Primary Academy with effect from September 2021, to support the operation of our excellent school admin/office team.

The successful candidate will be: -

- Highly motivated, enthusiastic and a committed individual.
- First point of contact for all visitors to the academy.
- Well organised and punctual with a professional attitude.
- Willing to work flexibly to meet the needs of the academy.

We are a popular, vibrant and thriving school catering for pupils aged two years to eleven years. We are situated in the heart of the west end of the city and have been successfully educating our community for over a century and is one of seven Academies within the Laidlaw Schools Trust based in the North East of England.

The successful candidate will join a successful MAT where all Academies support each other to the benefit of our pupils and their families. Our Academies also enjoy strong support from an experienced LST central team, based in Newcastle upon Tyne.

Further details and an application pack can be downloaded from the Careers section on the Laidlaw Schools Trust website <http://laidlaw-school-trust.com/careers/>.

Closing Date: 12 noon on Wednesday 16 June 2021

Candidates who have not been contacted by Friday 25 June 2021 may assume they have been unsuccessful

Interviews will take place: Week commencing 28 June 2021

Applications should be returned to: hr.info@atkinsonroadacademy.com

We are an equal opportunities employer strongly committed to safeguarding and promoting the welfare of children and young people. The successful applicant will be required to obtain an Enhanced Certificate of Disclosure from the DBS and a range of other recruitment checks. The successful candidate will be able to demonstrate their commitment to children's safeguarding.

Please note we do not accept CVs.