

,Allendale Primary School

Admin Officer, Band 3, Spine Point 5 - 6, £19,312 FTE salary. £10.01 per hour

Permanent post; will be part of a job share

Variable hours 10 – 14 per week, to start at 11 hours term time only – Thursday and Friday 8.45am – 12.00pm and 1.15pm – 3.30pm.

Required from November 2021

The Governors of Allendale Primary School wish to recruit a highly motivated, polite, friendly and efficient administrator to run our very busy school office for 2 days per week. We are a thriving Primary School of approximately 115 pupils. We have a highly enthusiastic and committed staff, supported by an active Governing Body and PTFA, who all work together to enable our children to nurture and inspire the children to achieve their potential.

We are looking for someone who has excellent organisational skills, knowledge of IT, especially excel, and ability to manage their workload. The successful candidate will be the first point of contact for parents and visitors to the school, therefore must have a courteous, friendly and polite manner, be helpful and have good communication skills. As this is a job share the successful candidate must be able to liaise with their job share in a highly effective manner.

The post entails dealing with sensitive information so confidentiality is of the utmost importance. Good IT, Maths and English skills are vital. Experience of working in a school and / or working with SIMs would be an advantage but not essential.

The ability to be flexible and adapt to ever changing issues throughout the day are essential as is having a good sense of humour and lots of patience.

Potential applicants are welcome to visit the school.

Applications should be sent to alison.hawkins@allendaleprimary.northumberland.sch.uk or sent directly to school marked for the attention of the Headteacher, Mrs A Hawkins.

We are committed to safeguarding and promoting the welfare of children. It is essential that all staff and volunteers share this commitment. An enhanced criminal records check from the Disclosure and Barring Service is required for all posts.

Closing date: Monday 27th September 12pm

Interviews to be held, week beginning 4th October 2021