



Administrative Assistant

Salary: £16458 - £18170 per annum (based on 37hpw)

Permanent Contract: Term Time Only + up to 5 days spread over school holidays (negotiable)

Working Pattern: Monday to Friday 8.30am until 4.30pm (37hpw – job share considered)

We are looking for an enthusiastic, organized and personable individual to join our busy, friendly team at Wynyard Church of England Primary School.

Wynyard Church of England Primary School opened in September 2015 and has quickly established itself within the local community. The school has grown rapidly since opening and provides children with high achievement, confidence and strong moral values underpinned by a distinctly Christian ethos. The school is now the founding member of the newly formed Melrose Learning Trust which will continue to grow and offers a new exciting opportunity to join the expanding team.

The school are looking to recruit someone with the relevant experience to assist the admin team in the day to day demands of a busy school office.

We are looking for:

- Outstanding organization and communication skills, including ICT skills
- Someone who is positive, enthusiastic and forward thinking
- Experience in a similar role
- Ability to deal sensitively with a range of complex issues

Interviews: **TBC**

Start Date: **7th March 2022 or as soon as possible thereafter**

If you are ready for a new and exciting challenge we will offer you:

- A positive and innovative working environment
- Vibrant and exciting opportunities to be part of a school as it grows
- Creative and innovative approaches to working life

If you have the skills and experience to be successful in this role, please download the application form and additional information. Visits to school are highly encouraged. For more information, please contact school (admin@wynyardprimary.org.uk).

Closing Date for applications: Friday 28th January 2022, 12pm

For more information about us, please visit www.wynyardprimary.org.uk

The school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All appointments are subject to satisfactory references, pre-employment and DBS checks. Wynyard Church of England Primary School welcomes a diverse population of both children and staff and is committed to promoting and developing equality of opportunity in all its functions.