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Administrative Assistant
Level 2 Recruitment
January 2023

Benton Park Primary School





Dear Applicant

Thank you for your interest in our administrative assistant vacancy.

Benton Park is a larger than average primary school, located on the edge of Heaton, Newcastle upon Tyne; one of seven schools brought together as a foundation trust: the Ouseburn Learning Trust. With over 450 pupils on role, from a diverse range of backgrounds, with a wide range of needs – including specialist provision for deaf children within our HIARP – our school is a vibrant and dynamic place to work. We pride ourselves on our inclusive ethos, ambitious curriculum and high expectations for all pupils.

Like all my colleagues, I am very proud to work at Benton Park Primary School; we are a highly dedicated and supportive staff team, that prides itself in offering the very best to our local community.

We are now looking to recruit a hardworking and committed individual that will be enthusiastic and highly motivated with excellent professional and personal skills. They will be committed to working within a team as well as have the ability to work independently.

The successful candidate will work closely with the School Business Manager and other senior managers along with the administration team. They will be qualified to GCSE level and have relevant office experience. Excellent verbal and written communication skills are essential for this role, as well as familiarity with Microsoft Word/Excel/Publisher and other software packages.

We hope you are interested to find out more about joining our thriving school.

hello & welcome

Dominic Martin
Headteacher



Administrative Assistant: the role – from March 2023

Post Title: Administrative Assistant Level 2

Salary: Level 2 (Grade N3, SCP 3): £ 20,812 - £ 21,189 per annum, pro rata. Actual salary: £13,267.00 - £13,507.00 per annum.

27.5 hours per week

Working Hours: 8.30am-2.00pm

Term-Term Only

Plus 5 Training Days

Judged as Outstanding by Ofsted in 2015, we continue to work hard together as a staff team to improve results and ensure our pupils are well prepared for the next stage of their lives.

We are looking to recruit a **Administrative Assistant** who:

- has excellent ICT skills (Microsoft packages)
- has excellent attention to detail
- has experience of working in a busy school or office environment
- has strong interpersonal, communication and organisational skills
- has the ability to prioritise and multitask efficiently
- is flexible and self-motivated
- has the capacity to be a team player and to work in positive partnerships with all stakeholders.

In return we can offer you:

- the chance to work in an inclusive school with happy, well behaved children who enjoy learning
- opportunities for ongoing professional learning and development
- the support of our dedicated staff team and governors
- established positive relationships with parents and the local community



Administrative Assistant: person specification

Part A: Application Stage

The following criteria (experience, skills and qualifications) will be used to short-list at the application stage:

Application	Essential
1	5 GCSEs including English and Maths or equivalent
2	Experience of Microsoft Word/Excel/Publisher and other software packages
3	Ability to prioritise and work to deadlines
4	Understanding of confidentiality and the ability to handle sensitive information.
5	Ability to work with accuracy paying attention to detail.
6	Ability to be flexible and work as part of a team.
7	Willingness to undertake further training.

Application	Desirable
7	Experience of administrative support in an educational setting and/or Customer Care

Part B: Assessment Stage

The following criteria will be further explored at the assessment stage:

Assessment	Competencies
1	Customer Focus – puts customer first and provides excellent service to both internal and external customers.
2	Communication – uses appropriate methods to express information in a clear and concise way to make sure people understand.
3	Team working – works with others to achieve results and develop good working relationships.
4	Assertiveness – takes responsibility for personal organisation and achieving results.
5	Flexibility – adapts to change and work effectively in a variety of situations.
6	Learning and development – actively improves developing and applying new skills and knowledge and learns from past experiences.



application timeline

Interested in applying?

A completed application form and safe recruitment form must be submitted by e-mail to office@bentonparkprimary.co.uk no later than 1pm on Friday 10th February 2023

Shortlisting: Friday 10th February 2023 based on the criteria in Part A of the person specification

Selection process: Friday 17th February 2023 based on the criteria in Part B of the person specification

We are committed to safeguarding and promoting the welfare of all children and expect all staff and volunteers to share this commitment. The appointment of the successful candidate will depend upon a satisfactory enhanced criminal records check from the Disclosure and Barring Service and other recruitment and vetting checks.

