

HARESIDE PRIMARY SCHOOL

Email admin@hareside.northumberland.sch.uk

Website www.haresideprimary.co.uk

Admin assistant

Part time 20 hours per week, term time only

Band 2

Salary £25,614 - £26,016 FTE

£11,603 - £11,785 pro rata

An excellent, permanent opportunity has become available for an Admin. Assistant in our busy school office. We are looking for a real team player, with a warm approachable nature and a positive 'can do' attitude.

You will be responsible for :

- Dealing with queries from parents, visitors and other stakeholders.
- Greeting visitors
- Manning the telephone
- Varied administration tasks including using word and excel, scanning documents, data entry, collating and distributing information
- First Aid

This position would suit someone who is an experienced, well organised administrator and a confident word and excel user. The hours of work would be 20 hours per week – 11:30am until 3:30pm 5 days per week term time only. The working pattern will be reviewed annually and may be amended in line with school operational requirements.

We are strongly committed to safeguarding and promoting the welfare of all children and young people and expect all staff to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974. If you are invited for interview, you will be required to disclose convictions that would not be filtered, prior to the date of the interview. Certain spent convictions and cautions will be 'protected' and do not need to be disclosed. Full details on protected convictions and information about which convictions must be declared during job applications can be found on the [Ministry of Justice website](https://www.gov.uk/government/organisations/ministry-of-justice). You will be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against information from the Disclosure and Barring Service before your appointment is confirmed. This role will include Regulated Activity, and an enhanced Disclosure and Barring Service (DBS) disclosure is required for this post.

Application forms may be downloaded and returned via email to dianne.kelly@hareside.northumberland.sch.uk or you may request a paper pack by contacting the school at the above address.

Completed applications should be returned by Friday 23rd October at noon.