STAKEFORD PRIMARY SCHOOL
East Ford Road,
Stakeford,
Choppington,
Northumberland, NE62 5TZ

Headteacher – Mrs J.A.Hall
Assistant Headteacher – Mrs S. Bewick
Tel: 01670 812369
www.stakeford.northumberland.sch.uk

November 2026

Dear Applicant

Application pack for post of Administration Assistant (SG3)

Thank you for your interest in the above vacancy. We are a small, friendly Primary school who have a fully inclusive ethos to meet the needs of all pupils. We aim to recognise all children's abilities and attributes, and support them in reaching their full potential, helping them to shine. Our school was graded 'Good' by OFSTED in February 2024.

Following a request to work part time from our Office Manager, this is a permanent part time position to run the school office two days per week. The actual days of work are negotiable at appointment. The following documents should be available for you to download from the advertising website:

- the job advert
- the job description
- the person specification
- an application form
- guidance notes for applicants

If you wish to apply for the post, please complete **all parts** of the application form as fully as possible. When completing the 'Skills, Knowledge and Experience' section, which is the part of your application which tells us most about you, **please ensure that you have read the essential criteria in the person specification and have addressed these areas in your statement**. **Please do not send a C.V.**

Shortlisted candidates will be offered the opportunity to visit the school prior to interview.

These forms should be returned to Stakeford Primary School by noon on Monday 16 November 2026. I look forward to receiving your application.
Yours faithfully
Julie Hall
Head Teacher