

Contract Type: Permanent

Working Pattern: Full time - term time plus specified days

Salary: £20,812 - £21,189 per annum pro rata (Actual salary £17,690 - £18,011 per annum)

Hours per week: 37 Hours Per Week

Job Category: Schools - Support

Vacancy ID: 239557

Employment Location: Gosforth East Middle School, Harewood Road, Newcastle upon Tyne, NE3 5JT

Post Number: SNT3344(e)

Number of posts: 1

Closing date: Sunday 26th February 2023

FURTHER INFORMATION

This is a Foundation School, which is part of a Trust; the employer will be the Governing Body of the School.

37 Hours (Term Time Only + 3 Specified Days)

Monday – Friday 8.00am – 4.00pm

Required as soon as possible to work as front of house administrative assistant within the busy school office.

We are looking to recruit a team player with excellent organisational and interpersonal skills.

Duties will include front of house reception and general administrative support, including organising, maintaining and monitoring of school data, attendance, correspondence, and making relevant appointments and bookings to ensure a smooth running office.

Interviews will be held week beginning 6th March 2023

The school is strongly committed to safeguarding and promoting the welfare of children and young people. The successful applicant will be required to obtain an Enhanced Disclosure and Barring Certificate from the DBS and a range of other recruitment checks.

Application packs and further information are available from: Mr T J Stout, Headteacher, Gosforth East Middle School, Harewood Road, Newcastle upon Tyne NE3 5JT upon receipt of a large SAE or available to download from the school's website at www.gosfortheast.newcastle.sch.uk

Applications can be emailed to admin@gosfortheast.newcastle.sch.uk or posted to the address above.
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