



St Pauls Road
Middlesbrough
TS1 5NQ

Tel: 01642 861911

Website: www.newportprimary.org.uk

Email address: admin@newportprimary.org.uk

Head Teacher: Patricia Maxwell

School Administrator

37 hours per week

NJC 9-11 (actual salary £22,229 - £22,953)

Permanent, Term time only

Newport Primary School are seeking an enthusiastic and reliable School Administrator to provide administrative support and contribute to the effective operation of the school office. The successful applicant must have a good level of education, including GCSE Maths and English (or equivalent), be proficient in a range of IT systems and have excellent administrative, organisational and inter-personal skills.

As the first point of contact for visitors, you must be able to provide a warm welcome and deal with a range of requests in an efficient and professional manner. You will be expected to work well as part of a team but also demonstrate initiative and independence.

Previous experience as a School Administrator is highly desirable.

Newport Primary School is committed to safeguarding and promoting the welfare of all children. This appointment will be subject to safer recruitment procedures and therefore requires a fully enhanced DBS check and two satisfactory references.

We can offer a warm welcoming environment where all staff are valued and opportunities for personal development.

If you would like the opportunity to look around the school, please contact the school office on the number above.

Application process, job description and person specification available from the website

<https://www.newportprimary.org.uk/job-vacancies>

All completed application forms should be emailed to admin@newportprimary.org.uk by 11:59pm on the closing date. Shortlisted candidates will be contacted by email.

Previous applicants need not apply.

Closing Date: Sunday 1st December 2024, 11:59pm

Interview Date: Monday 10th December 2024