

Diocese of Hexham and Newcastle  
City of Newcastle upon Tyne

St Charles' RC Primary  
Regent Farm Road  
Gosforth  
NE3 3HE  
0191 285 2553

[admin@stcharles.newcastle.sch.uk](mailto:admin@stcharles.newcastle.sch.uk)

## **Administration Assistant**

### **Level 2**

**Grade N3 (11 to 13)**

**25 hours per week, Monday to Friday**

**Term Time only Plus 5 Additional Days**

**Salary per annum £17,007 - £17,391 Actual £9,781- £10,002**

**Required as soon as possible**

The Governors are seeking to appoint a suitably qualified Administrative Assistant, to work at our popular and very successful school as a member of a friendly, committed staff in a highly supportive environment where teamwork is valued.

The Administrative Assistant will work alongside the Headteacher and School Business Manager and provide high quality administrative support.

St Charles' RC Primary School is committed to safeguarding and promoting the welfare of children and young people. The post is subject to an enhanced Disclosure and Barred list check (DBS) plus a range of other recruitment checks.

Application forms and further details are available on the school website [www.stcharles.newcastle.sch.uk](http://www.stcharles.newcastle.sch.uk). Completed applications can be returned by post or emailed using the details above.

**Closing Date: 14 January 2019**

**Interviews: 21 January 2019**