

The Diocese of Hexham and Newcastle in partnership with Newcastle Local Authority



St. Vincent's RC Primary School

Monkchester Road, Walker, Newcastle upon Tyne, NE6 2TX
Tel: 0192 265 5049 Email: admin@stvincents.newcastle.sch.uk



Administrative Assistant Level3

Working pattern: Full time

Hours - 37 hours per week

Salary: N4 £19,312 - £20,493 per annum pro-rata

You will be required to work 3 staff training day.

The Governors are seeking to appoint an enthusiastic, efficient and organised person for a front-line administration post at St. Vincent's RC Primary School.

The successful applicant should:

- Have a happy disposition and a friendly manner
- Have excellent written and verbal communication skills
- Have excellent organisational skills
- Have initiative and problem-solving skills
- Be computer literate (MS Office, Spreadsheets, e-communication) together with a high regard for confidentiality
- Be methodical and able to work independently

In return we can offer:

- An enthusiastic, welcoming and supportive team of staff and governors
- A well-equipped workspace with up-to-date IT systems

The successful candidate would be expected to support the Catholic ethos of the school.

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 Certificate of Disclosure from the DBS and a range of other recruitment checks.

An application form and further details, including job description and person specification are available from the school website (www.stvincentsprimary.com) and should be emailed to:

admin@stvincents.newcastle.sch.uk

Closing Date: 4pm Friday 14th May 2021