



St Stephens RC Primary School
Goathland Avenue
Newcastle upon Tyne
Tyne and Wear
NE12 8FA
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Administrative Assistant – Part Time

Grade 3 point 3-4 - £18,562.00 – 18,933.00 pro rata
30 hours per week – working pattern to be negotiated
Term time only – 193 days
(Temporary in the first instance)

The governing body is seeking to appoint a highly motivated and enthusiastic Administrative Assistant who will make a significant contribution to the life of the school following and promoting the Catholic ethos.

The post involves supporting the School Business Manager in general clerical, administrative and financial duties on a part-time basis. The post holder will be based in the main reception of the school dealing with day to day queries and being a point of contact for school enquiries. Applicants are encouraged to read the accompanying job description for further details.

The governing body and the Diocese are committed to safeguarding and promoting the welfare of children and young people and vulnerable adults and the Headteacher must ensure that the highest priority is given to following the guidance and regulations to safeguard them. The successful candidate will be required to undergo an Enhanced check for Regulated Activity from the Disclosure and Barring Service.

Application documents can be downloaded from the school website -
<http://www.ststephensprimaryschool.co.uk>

Closing date for applications is 30th September 2020. Interviews will be arranged thereafter.