

SIR CHARLES PARSONS SCHOOL ADMINISTRATION ASSISTANT LEVEL 3

Hours: 37 Hours per week (Monday – Thursday 8.00 am – 4.00 pm, Friday 8:00 – 3:30)
Term-time only + 10 Training days

Grade: **N04** £19,312 - £20,493 per annum pro rata (actual £16,935 - £17,971)

Sir Charles Parsons School is seeking to appoint an administrative assistant with relevant experience (in a school or similar environment) to join our busy, friendly admin team, to start on 19 April 2021. The post holder will be expected to be able to manage their own workload and respond to the many interruptions of a busy school office. The successful applicant needs to be committed, flexible and motivated in their work. Training and support will be provided to the successful applicant.

Sir Charles Parsons School is a successful specialist school for pupils aged between eleven and nineteen years with Profound and Multiple Learning Difficulties. Ofsted reported the school as being 'Excellent' in February 2019. Sir Charles Parsons School is part of Newcastle Special Schools Trust

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 Disclosure and Barring Service and go through a range of other recruitment checks.

As this post involves working with children and dealing with sensitive information, written references will be taken up and made available to interviewers before the final selection stage, even if you indicate otherwise.

Application packs, including an application form, job description and person specification can be obtained from Mrs Sharon Palmer (School Business Manager) on 0191 2952280 or Sharon.palmer@scp.newcastle.sch.uk

Please return all applications to the school for the attention of Mrs Palmer.

Closing date: Wednesday 17 February 2021
Interviews held week beginning 22 February 2021