



Newport Primary School

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

35 hours per week

NJC 9-11 (actual salary approx. £18,387.76)

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 and organisational skills.

As the first point of contact for visitors, you must be able to provide a warm welcome for visitors and deal with their 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.

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

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

<https://www.newportprimaryorg.uk/job-vacancies>

All completed application forms should be emailed to admin@newportprimary.org.uk to the school office, by 12 noon on the closing date. Shortlisted candidates will be contacted by email

Closing Date: Monday 23rd January 2023, 12 noon

Interview Date: Tuesday 7th February 2023