



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/ Attendance and Admissions Officer

35 hours per week

NJC 12-15 (actual salary approx. £19,948)

Permanent, Term time only

Newport Primary School are seeking an enthusiastic and reliable School Administrator/Attendance and Admissions officer to provide administrative support and contribute to the effective operation of the school office. 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. The role will also include monitoring and reporting on whole school attendance data and analysing data to identify key areas of concern. The candidate will need to work closely with pupils, staff, parents and carers to reduce levels of absence. There will also be a requirement to administer the whole school admissions

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.

You will be expected to work well as part of a team but also demonstrate initiative and independence.

Previous experience as an Administrator is essential. A working knowledge and understanding of attendance and admissions procedures in a school 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 or discuss the post further, please contact the school office on 5th September 2023 to make arrangements.

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

[Newport Primary](http://www.newportprimary.org.uk)

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

Closing Date: Friday 8th September 2023

Interview Date: Monday 18th September 2023