**Rickleton Primary School**

Vigo Lane, Rickleton, Washington, Tyne and Wear NE38 9EZ

**Required as soon as possible**

School Administrator

Grade 3 SCP 18-21 (£17,714-£19,742) per annum (pro rata for hours and weeks worked)

37 hours per week-term time only plus 5 training days

Monday-Friday 8.00-4.00

The governors are seeking to appoint a suitably qualified and highly motivated professional to the post of school administrator within our very busy school office. The successful candidate will be an experienced administrator who is proactive and highly organised in their work. The role will be office based and will not develop into a classroom based teaching and learning role although the opportunity to undertake professional development in business administration will be supported.

For this post excellent inter-personal skills are essential with the ability to work under pressure and manage time effectively including supporting others within the team. The ideal candidate will be expected to organise and supervise the administrative systems within the school and contribute to the planning, development and monitoring of support services.

The school office is open to parents and visitors between 8am and 5pm Monday to Friday therefore the successful candidate must be available to work during these times, in the first they will be expected to work 8.00am-4.00pm, although there will be occasions when flexibility and additional hours will be required to accommodate occasional evening and special events with parents, pupils and staff e.g. parent evenings.

We would like to hear from those candidates who feel that they can demonstrate the characteristics and skills we are looking for and hold the relevant qualifications to meet the demands of this post.

Rickleton Primary School safeguards and protects its students and staff by being committed to respond in accordance with Sunderland Safeguarding Procedures. **This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore will be subject to a DBS check from the Disclosure and Barring Service.**

Closing date for applications is Monday 18th April 2016 with shortlisting taking place on Friday 22nd April.

Interviews will take place on Wednesday 27th April 2016.

Person Specification, job description and application from can be found on the school website at www.rickletonprimary.co.uk

Tel 0191 2193785

Please return completed applications marked for the attention of Mrs G Walker in the school office to [rickleton.primary@schools.sunderland.gov.uk](mailto:rickleton.primary@schools.sunderland.gov.uk)

The school is situated on the Washington border and is easily accessed via the A1 from Durham, Sunderland, Newcastle and their surrounding areas. **Please email request for a visit.**