|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  | |  |
|  | Job Title: Office Administrator (Part-Time 25 hrs per week/Term Time) | |  |
|  |  | |  |
|  | Salary: £10,293 - £11,142 | |  |
|  |  |  |  |
|  | **Location: Newcastle upon Tyne**  Discovery School is the first of its kind. It is an industry driven technical school for 14-19 year olds located in the North East of England centrally based at the very heart of the city of Newcastle upon Tyne. We specialise in science, technology, engineering and mathematics (STEM). We are a school with industrial ambition offering a unique learning experience that looks, feels and operates more like a high tech engineering facility than a traditional secondary school.  **We are looking to recruit an Office Administrator on a term time plus 2 weeks basis, on a Part-Time basis. To start in October 2016 or as soon as possible thereafter.**  You will be experienced in school administration. You will work with a talented team of practitioners in leading our students to aim high in their aspirations and achievements.  This position requires a personable, multi-talented, flexible and hardworking individual who can work with colleagues, under the direction of the Office Manager, to support Discovery School’s operational efficiency.  We are an inclusive non selective school and our catchment area spans seven local authorities. We therefore have the future potential to make a real impact in supporting the regeneration of the industrial heart of Newcastle upon Tyne. You will play a significant part in helping us realise this ambition.  **Discovery School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. We expect all staff to share this commitment.**  Strictly no agencies or canvassing.  **The application form for this post and all current externally advertised vacancies are available on our website on** [**www.discoveryschool.org.uk**](http://www.discoveryschool.org.uk) | |  |
|  |  |  |  |
|  | Closing Date: 12 noon on Monday 19th September 2016Interview Date: week commencing 19th September 2016 | |  |
|  |  | | |