



MORTIMER COMMUNITY COLLEGE

Reading Road South Shields NE33 4UG

Administration Assistant/First Aid Lead

Permanent - required as soon as possible

37 hpw (Term Time Only)

Band 4 SCP 6

An exciting opportunity has arisen for an individual to work in our busy school office. We are seeking to appoint a versatile, well-organised and professional Administration Assistant to join our office team and provide a high-quality service to staff, students, and visitors. Under the instruction/guidance of senior staff, you will provide general administrative support to facilitate the day to day running of the school office.

As Lead First Aider for the school, you will administer first aid for any student or colleague requiring this support during the school day. In addition, you will cover Reception on a daily basis for short periods and deal with enquiries from parents/carers and visitors.

The successful candidate will demonstrate an ability to work within a team with a calm, professional and caring persona, and with courteous and caring behaviour to students, colleagues, and parents at all times. Previous experience of working within a school environment would be an advantage.

If you think you are up to the challenge ahead, and would like to work in our exciting and vibrant school, we want to hear from you.

We can offer you a welcoming and supportive place to work, a friendly and supportive staff and an opportunity to develop your career.

"Staff feel well supported. They are a highly motivated team who are proud to work at the school." Ofsted 2019.

Mortimer Community College, based in the North East of England, is committed to the safeguarding and welfare of children and young people and expects all its employees to share this commitment. The successful applicant will be subject to an enhanced check by the Disclosure & Barring Service (DBS) previously known as the Criminal Records Bureau (CRB).

In line with the guidance in Keeping Children Safe in Education, schools may carry out an online search as part of their due diligence on shortlisted candidates.

For an informal discussion about the post, please contact Mrs J Hopper (Heads PA/Office Manager) on (0191) 456 6511. For an application pack, please contact: recruitment@mortimer.school. You can also find the application pack on our website www.mortimercommunitycollege.co.uk (completed application forms to be returned by **12 noon, Friday 13th October 2023**).

October 2023