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| **SCHOOLS NORTH TYNESIDE**  **Recruitment Advertising Request** |

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| Guidance to complete this form:  Please provide as much detail as possible in the text for your advertisement regarding the role/ what you wish to be included. It is important that the candidates are able to fully understand the role, your requirements, to support them in determining if the role in your school, within a competitive recruitment market is something they are interested in.  Please note that sections below noted with an \* will be included in the standard text/ additional information within your advertisement so it is important that this information is accurate/ confirmed at the time the vacancy is published.  All application forms will be directed back to school, unless a separate request is made to the team to look to accommodate this, but please be advised that this could incur additional cost/ charges.  Could you please indicate if you are willing to provide a school contact within your advertisement in the event that potential applicants have queries or wish to discuss the role further.  Please note as standard all recruitment advertisements will confirm school’s employer status/ will clearly indicate that North Tyneside Council may not be the employer.  If you have any queries regarding the dates for publication, associated closing dates queries on the terms of the post you are offering or how to complete this form then please contact us on the Schools HR recruitment email address noted at the end of this form. |

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| **Role Being Recruited To** | | | | |
| **School Name: \*** | Hadrian Park Primary School | | | |
| **School Telephone Number*: \**** | 0191 9170900 | | | |
| **School**  **Address: \*** | Hadrian Park Primary School, Addington Drive, Wallsend, NE289RT | | | |
| **School E-mail Address: \*** | Info@hadrianparkprimary.org.uk | | | |
| **Post Title: \*** | Admin Officer | | | |
| **Position Start Date:** | Click or tap to enter a date. | **Full time / Part time:** | Full Time | |
| **Contract Type:** | Fixed Term | **If fixed term, please include end date (if known):** | Maternity Cover – 1 year | |
| **Full time equivalent (FTE):** | 37 hours | **Working Hours/ (per week):** | 37 hours |  |
| **Staff Type: e.g., teaching or support** | Support Staff | **Term Time: please specify** | Term Time 193 Days | |
| **Grade:** | 4 | **Grade Range/ points:** | From SCP 5 | To SCP 6 |
| **Allowances: Please Specify** |  | **Level/ Descriptor and range/ points:** |  |  |

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| **Wording of the recruitment Advertisement** | | |
| **Please detail below the advert wording as you wish it to appear:** | | |
| We are looking to appoint an enthusiastic, motivated and talented Admin Officer from November 2024 to work alongside our current proactive administration team. This position is for Maternity Cover and fixed term for 1 full year. Hadrian Park Primary School is a vibrant learning community dedicated to fostering academic excellence and personal growth for both our students and staff alike.  The successful candidate will work in partnership with the Governing Body, Headteacher and SLT and should ideally have:   * Excellent organisational skills * IT skills including being competent with use of Emails, Word & Excel documents. * Experience of working in a professional environment (School experience preferential) * Warmth, compassion and excellent people skills * Highly effective communication skills * Ability to think and work strategically both independently and as part of a team * Be patient, honest and flexible with a good sense of humour   The main duties of the post include:   * Maintenance of computer and paper based records * Supporting with administration of pupil attendance and school admissions * Organisation, set up and management of school trips/ activities * Communication with parents, staff and other stakeholders * Assisting with reception duties (answering telephone, greeting visitors) * Routine clerical support * Support with planning and organising fundraising events.   We will offer you:   * A happy and welcoming school in a secure environment; * A supportive, committed and hardworking team of staff; * On-going opportunities to develop your skills * The opportunity to play a key role in helping us shape the future development of the School administration team * Term time only contract * 8:30 until 16:30 daily hours   Find out more about this very exciting opportunity, by contacting our School offive for a tour, as visits to the school are warmly welcomed and can be arranged by contacting the School Office – [info@hadrianparkprimary.org.uk](mailto:info@hadrianparkprimary.org.uk)  Completed application forms must be emailed to [info@hadrianparkprimary.org.uk](mailto:info@hadrianparkprimary.org.uk) or delivered to the school office.  Closing date: Thursday 24th October @ 9:00  Shortlisting: Thursday 24th October @ 12 noon  Interviews: Thursday 7th November from 13:00 | | |
| **Safeguarding Statement**: We can include the following in your recruitment advertisements. **Could you please confirm if you want this to be included?** | Yes | No |
| We are committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment.  As such an enhanced Disclosure and Barring Service (DBS) disclosure will be sought along with other relevant pre-employment checks as appropriate. | Yes |  |

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| **Additional Information: Safeguarding** | |
| **Do you wish to have candidates contact school for further information/ to discuss the post?**  If this is something school wish to offer, please provide the contact details of the school contact**.** |  |
| **Please provide the contact details of where application forms need to be returned to:** | **Info@hadrianparkprimary.org.uk** |

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| **PUBLICATIONS AND DATES** | | | | |
| [www.northeastjobs.org.uk](http://www.northeastjobs.org.uk) | | Click or tap to enter a date. | | |
| North Tyneside Bulletin | | Click or tap to enter a date. | | |
| Any special instructions: (e.g., school logo, border, etc) | | **Publication dates: 11.10.2024**  **Closing date: 24.10.24 @ 9.00am** | | |
| Closing Date: (recommended this is a minimum of 2 weeks from insertion date): | Click or tap to enter a date. | | Time: | Thursday 24th October 2024 @ 9.00am |
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| **Please remember to attach any relevant documents:**  Job description  Person specification  Application form  Covering letter  etc. | | | | |

**Once completed please return this form to:**

[**schoolsrecruitment@northtyneside.gov.uk**](mailto:schoolsrecruitment@northtyneside.gov.uk)