



## **Lemington Riverside Primary School Admin Assistant (Level 3, Grade N4)**

**N4: £19,312 - £20,493 per annum, pro rata**

**Actual salary: £15,396 - £16,338 per annum**

**34.5 hours per week, term time only, plus 3 training days and 2 additional days during summer holidays.**

The Governors of Lemington Riverside Primary School wish to appoint a part time Admin Assistant, initially fixed-term, from Tuesday 4<sup>th</sup> May (or as soon as possible after this date) – Friday 22<sup>nd</sup> July 2022.

We are a welcoming small primary school with happy, motivated children and a dynamic, passionate and hardworking staff team. We have high expectations of ourselves and the children. The local community is highly supportive of the school.

This post is suitable for an admin assistant or receptionist with some experience and a good level of qualification. We are looking for a meticulous & trustworthy team member who will go the extra mile for the benefit of the school community. The successful candidate will work as part of the whole-school team and deal with a wide variety of tasks including being the front face of Lemington Riverside Primary School and therefore needs strong people and interpersonal skills.

The appointed Admin Assistant will benefit from the support of the School Business Manager and the staff within the school.

The successful candidate will lead by example, setting high standards for themselves, the school and others. S/he will be experienced at working in a busy environment, dealing with a wide variety of stakeholders and have the ability to multi-task and prioritise work-load. They will have a positive outlook and be excited about being a part of a school on an exciting journey.

### **The successful candidate will:**

- work successfully in a busy school office dealing with a wide variety of people
- be able to make challenging decisions and hold difficult conversations
- be motivated, committed and proactive in the face of challenge
- be organised, highly efficient and prioritise workload to meet deadlines
- have successful experience of working in an office environment
- be able to adapt practices and procedures in order to deal with competing demands
- support the vision and ethos of the school and maintain confidentiality at all times.

We are aiming to appoint the right candidate to start in post on Tuesday 4<sup>th</sup> May 2021 (or as soon as possible after this date).

The role is 34.5 hours a week, working Monday-Thursday 8am – 3:30pm and 8am – 3pm on a Friday. The post would be to cover term time only, plus three training days, plus an additional two days during the summer holiday to prepare for the new academic year.

### **Additional information:**

Application packs can be downloaded from the school website [www.lemingtonriverside.newcastle.sch.uk](http://www.lemingtonriverside.newcastle.sch.uk) under the 'About Us' > 'Vacancies' tab.

Completed applications should be accompanied by a covering letter and sent electronically directly to Mr. Craig Heeley, Head Teacher, via email ([craig.heeley@lemingtonriverside.newcastle.sch.uk](mailto:craig.heeley@lemingtonriverside.newcastle.sch.uk))

Closing date for applications is **Thursday 22<sup>nd</sup> April at 4pm**. Shortlisting will take place on **Friday 23<sup>rd</sup> April**. Visits to the school, with an assessed task, will take place for long-listed candidates in the **week beginning Monday 26<sup>th</sup> April** and interviews for short-listed candidates will take place on **Friday 30<sup>th</sup> April**.

Lemington Riverside Primary School is committed to safeguarding and promoting the welfare of children and young people and we expect all staff to share this commitment. All posts are subject to pre-employment checks, pre-interview references and an enhanced DBS check.