

The Diocese of Hexham and Newcastle in partnership with Newcastle Local Authority



St. Vincent's RC Primary School
Monkchester Road, Walker, Newcastle upon Tyne, NE6 2TX
Tel: 0192 265 5049 Email: admin@stvincents.newcastle.sch.uk



Administrative Officer

Working pattern: Full time

Hours - 37 hours per week

Salary: N5 £22,627 - £24,491 per annum pro-rata

(Part-time hours may be considered for the right candidate)

You will be required to work staff training days and some days during the school holidays – total of 5 days plus some occasional overtime as directed by the school.

The Governors are seeking to appoint an enthusiastic, competent and flexible person for a key administration post at St. Vincent's RC Primary School..

The successful applicant should:

- Have excellent written and verbal communication skills
- Have excellent organisational skills and the ability to work flexibly and efficiently without close supervision
- Be computer literate (MS Office, Spreadsheets, e-communication) together with a high regard for confidentiality
- Be experienced in SIMs, FMS, MSS and School2School

In return we can offer:

- An enthusiastic, welcoming and supportive team of staff and governors
- A well-equipped workspace with up-to-date IT systems

The successful candidate would be expected to support the Catholic ethos of the school.

The school is strongly committed to safeguarding and promoting the welfare of children and young people. The successful applicant will be required to obtain an Enhanced Certificate of Disclosure from the DBS and a range of other recruitment checks.

An application form and further details, including job description and person specification are available from the school website (www.stvincentsprimary.com) and should be emailed to:

admin@stvincents.newcastle.sch.uk

Closing Date: 4pm Friday 5th March 2021