

School Administrator – Village Primary School

Benefits & Grade

F (SCP 7-8) 25 Hours Per Week – Term Time Only plus 5 days
(work pattern to be agreed with successful candidate)
Actual Salary £14,935

Contract Details

Required as soon as possible
Permanent role, subject to successful probationary period

Closing Date: 12th February 2025

Interviews: 19th February 2025

Disclosure

The school is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an enhanced DBS check.

Job Description

Village Primary School is based in Thornaby in Stockton on Tees and is part of the Prince Regent Street Multi Academy Trust.

The successful applicant will:

- Be able to work independently and collaboratively, prioritise effectively and manage multiple tasks whilst working in a busy office
- Have excellent interpersonal and communication skills
- Have excellent organisational skills and a keen eye for detail and accuracy
- Be patient, hard-working, and able to relate well to children

Please see Job Description for more details.

We offer:

- a friendly and enthusiastic staff committed to achieving the best for all pupils
- excellent opportunities for professional development and support through school and within our supportive Trust.
- a strong sense of community and family atmosphere
- an experienced and skilled staff
- delightful children, supportive parents and governors

More Information Obtainable

An application form is available from the school website

Please return your completed application form to: enquiries@thevillageprimary.org.uk