



DIOCESE OF HEXHAM & NEWCASTLE

**St Michael's Catholic Primary School
Within Bishop Bewick Catholic Education Trust**

Clumber Street North, Elswick, Newcastle upon Tyne, NE4 7RE
Tel. 0191 2739383



ADMINISTRATION ASSISTANT, Level 2 (Grade N03)

Required September 2022

£18,887 - £19,264 per annum pro rata, Actual £15,276 - £15,580 per annum
35 hours per week, term time plus 5 training days

*This post attracts a Living Wage supplement. In addition to the hourly rate, this post will receive the Living Wage supplement to bring the hourly rate up to a minimum of £9.90 an hour. *

Fixed term until 31 August 2023

We are looking to appoint an Administration Assistant for reception, general office duties and to support the current Administration team. Working pattern is Monday to Friday 8.30am – 4.00pm

Applications must be made on CES forms which are available from the school's website and submitted by the closing date for the attention of the Executive Headteacher, Mrs C Chapman at the above address.

St Michael's Catholic Primary school is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Successful applicants will be required to obtain an Enhanced Certificate of Disclosure from the Disclosure and Barring Service.

Closing Date: Monday 11th July 2022

Interviews: Friday 15th July 2022

This school is strongly committed to safeguarding and promoting the welfare of children and young people. Successful applicants will be required to obtain an enhanced certificate of disclosure from the Disclosure and Barring Service and a range of recruitment checks.