

WEST JESMOND PRIMARY SCHOOL

ADMINISTRATIVE ASSISTANT LEVEL 2 PART TIME 20 HOURS (With Potential to become full time)

**GRADE N3
Salary £26016 Pro Rata**

This post will be 20 hours per week during term time, mornings only, plus some additional days to be agreed. Flexible hours would be considered for the right candidate.

We are looking to recruit a motivated and friendly person to join us to work as part of our friendly, busy and motivated school admin team.

You will need

- A friendly and welcoming manner.
- Excellent ICT skills and experience (and/or the ability to learn) of administrative systems and procedures.
- Strong interpersonal, communication, multitasking and organisational skills.
- Patience, good humour and resilience during busy office periods
- Flexibility and self-motivation.
- A strong team player ethos and the ability to work in positive partnerships with all stakeholders.
- A calm disposition working in a busy environment that ensures our school runs effectively for all our community.
- A belief that every child and every family and our school must feel welcomed, supported and valued

We offer you:

- A happy and successful school with talented and supportive staff and enthusiastic and friendly children.
- Wider opportunities to be involved in all aspects of school life
- Training and CPD to support you to develop your career
- Enrolment in the Local Government Pension Scheme (LGPS).

An application form and further details, including job description and person specification are available from the school website and should be posted or emailed to Nikki Corbett, School Business Manager, West Jesmond Primary, Tankerville Terrace, Jesmond, Newcastle upon Tyne, NE2 3AJ office@westjesmond.newcastle.sch.uk

West Jesmond Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to undergo an enhanced DBS disclosure along with standard pre-employment checks, including verified references and right-to-work checks

Closing Date: Monday 2nd November 2026 at 12pm