



# WORK WITH US

## **Administration Assistant Level 2 – maternity cover**

Temporary Maternity Cover, Term Time Only, 25 hours per week

Working 9.00am to 2.00pm Monday to Friday

NJC Band 4, SCP 6, £25,989 pro rata  
Actual salary, £15,491 per annum

We are seeking to recruit an experienced, enthusiastic and professional Administration Assistant to work within our busy administration team. This role involves telephone and reception duties alongside clerical and administrative support.

This is a great opportunity to be part of our successful and happy schools. Mowden Schools, two schools sharing one vision, was judged at least 'Good' in all areas by Ofsted in recent inspections.

We are looking for someone who:

- aims for excellence at all times
- has a passion to make a difference to the lives of our children
- can prioritise and use initiative
- is enthusiastic, hardworking and enjoys working as part of a team
- has a polite and friendly personality
- is able to work efficiently during demanding circumstances

Prospective applicants are warmly invited to visit the school by appointment

For further information or to discuss the post please contact Mrs A Taylor on 01325 380820 or by e-mail to [business@mowden.nalp.org.uk](mailto:business@mowden.nalp.org.uk). Information for applicants, including the job description and person specification for this role and an on-line application form can be viewed at <https://nalp.face-ed.co.uk/vacancies>. If you have any difficulties completing the on-line application form, please contact Sam Recruit on 01924 907319 or the People Team at [people@nalp.org.uk](mailto:people@nalp.org.uk)

**Closing Date: Midday, Friday 30<sup>th</sup> January**

**Interviews: Thursday, 5<sup>th</sup> February**

Northern Arch Learning Partnership and its partner schools are passionate about safeguarding the welfare of pupils and maximising their life chances. We expect all staff and volunteers to share this commitment. This post is subject to a satisfactory enhanced Disclosure and Barring Service criminal records check for work with children.



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[mowden.nalp.org.uk](http://mowden.nalp.org.uk)