

**Administrative Assistant – Level 2**

**37 hours per week (Term Time Only)**

**Band 4 SCP 6**

**£23,893 pa pro rota (Actual £20,262.97 pa)**

**Permanent**

Required as soon as possible.

The hours of work will be Monday to Thursday (8am – 4pm) and Friday (8am – 3:30pm).

We are seeking to employ an **Administrative Assistant** to join our admin team. Full details are enclosed within the application pack.

Hebburn Comprehensive School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults.  We expect all staff and volunteers to share this commitment.  An Enhanced Disclosure and Barring Service (DBS) disclosure will be sought along with other relevant pre-employment checks.

In line with the guidance in Keeping Children Safe in Education, schools may carry out an online search as part of their due diligence on shortlisted candidates.

Please visit our website ([www.hebburn.net](http://www.hebburn.net)) for more information about the school.

**Making your application**

* Candidates are asked to complete the standard South Tyneside Council application form in full, **and** to enclose a covering letter of no more than one side of A4, explaining how your experience and professional and personal qualities make you a suitable candidate for the post. CV’s will not be accepted.

Completed applications should be returned to Ms Shona Ricardson, HR Manager at richardsons@hebburn.net by **Tuesday 17 September at 3pm.**

Hebburn Comprehensive School

Campbell Park Road

Hebburn

Tyne & Wear

NE31 2QU

Tel. 0191 483 3199

**We look forward to receiving your application.**

**Shortlisting will take place week commencing 16 September 2024**

**Interviews will take place week commencing 23 September 2024**