

Executive Head Teacher: Ms S Stevenson

Head of School: Mrs L Taylor

Telephone: 01782 567 700

[www.crackleybank.staffs.sch.uk](http://www.crackleybank.staffs.sch.uk)



Blackthorn Place, Chesterton,  
Newcastle-under-Lyme,  
Staffordshire. ST5 7BE

Category: Admin

Post: Grade 4 Administrative Support Assistant

Salary SCP 5 - 6 (£24,790 - £25,183 pro rata)

Actual Salary: £21,528.41 - £21,869.70

Type: Permanent

Hours: 37 hours per week – Term Time Only

Crackley Bank Primary School is a happy, warm and exciting place to work. We are seeking an enthusiastic Administrative Assistant to join our team from April 2025. We are looking for someone with experience in Administrative, Financial and Organisational processes.

As part of the Collective Vision Trust, we have strong community links and excellent CPD opportunities. You will join a supportive and friendly team, committed to promoting high achievement both in education and pastorally.

The successful candidate will:

- Have experience in Administrative, Financial & Organisational processes
- Be able to work well as part of a dedicated team
- Have excellent interpersonal and communication skills
- Be able to relate well to children and adults
- Be able to use ICT and other specialist equipment/resources
- Have very good numeracy and literacy skills
- Will be required to complete Paediatric First Aid training

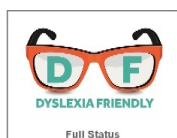
We offer you:

- Enthusiastic, courteous children who are keen to learn and thrive on challenge
- A strong whole school ethos based on Care, Belief, Pride and Success
- A supportive team enabling the successful candidate to begin their career with us that develops their strengths
- A dedicated staff team committed to achieving high standards
- A range of professional development and career opportunities
- A supportive and visionary governing committee

**Our School Rules:**



**Try your best**



**Be calm**



**Be truthful**



**Be safe**

**Be kind**



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Visits to the school are encouraged - please ring the school office to arrange an appointment. Tel: 01782 567 700.

For further information about the school please visit our website - [Home \(crackleybank.staffs.sch.uk\)](http://Home(crackleybank.staffs.sch.uk))

The school is committed to safeguarding and promoting the welfare of children and young people and vulnerable adults and expects all staff and volunteers to share this commitment. This position is subject to both a social media check and criminal records check from the Disclosure and Barring Service (formerly CRB) which will require you to disclose details of all unspent and unfiltered spent reprimand, formal warnings, cautions and convictions in your application form.

Closing date: Friday 7<sup>th</sup> March – 12 noon

Interview Date: Thursday 20<sup>th</sup> March

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