

**Receptionist / Administrative Assistant**

Westgate Hill Primary Academy

Newcastle upon Tyne

NE4 5JN

Full Time Equivalent £23,151

Term Time Salary £20,391

Permanent

37 hours per week, term time only, plus 5 additional days.

The Trustees are seeking to appoint a Receptionist / Administrative Assistant for Westgate Hill Primary Academy to start as soon as possible.

Westgate Hill Primary Academy is an outstanding school set in the heart of a thriving community. The Trustees are seeking to appoint an organised and reliable Administrator to join their friendly team as soon as possible. Our successful candidate will be pivotal to the smooth running of the school office - you'll be the first point of contact for many members of the school and external stakeholders, with the ability to turn your hand to any admin-related task that is required. Our appointed candidate will have a positive work ethic and can-do attitude, and be able to work in a busy office environment.

At Westgate Hill Primary Academy we seek to raise aspirations, empower pupils, developing their capacity to make informed choices and lead a happy, healthy life. We embrace diversity, recognize individual needs and encourage all pupils to achieve their best. We are looking for people with drive, passion and a desire for nothing but the best for our pupils.

Further details and an application pack can be downloaded from the Careers section on the Laidlaw Schools Trust website <https://careers.laidlaw-schools-trust.co.uk/vacancies/>

**Closing Date:** 12 noon on Friday 6<sup>th</sup> September 2024

**Applications should be returned to:** School Office either in person or emailed to [admin@westgatehillprimary.com](mailto:admin@westgatehillprimary.com)

**Please note that CVs will not be accepted.**

We are an equal opportunities employer strongly committed to safeguarding and promoting the welfare of children and young people. The successful candidate must be able to demonstrate their commitment to children's safeguarding. All successful appointments will be subject to an Enhanced Disclosure and Barring Service check and a range of other pre-employment recruitment checks.

An online search will be undertaken for shortlisted candidates as part of the recruitment process on information available in the public domain. Candidates should disclose anything that may be relevant in line with Keeping Children Safe in Education. This search does not form part of the shortlisting process and candidates will have the chance to discuss any issues of concern that may arise during this search at interview.