

Part Time Receptionist/Administrator – Maternity cover

South Hylton Primary Academy
Sunderland
SR4 0LS

£23,151 FTE, £12,177 Actual for Part time post
Maternity cover until 30th June 2025 or when the substantive post holder returns, whichever is
sooner
22 hours per week, TTO + additional 6 days

The Trustees are seeking to appoint a Receptionist/Administrator for South Hylton Primary with effect from 1st September 2024.

The Laidlaw Schools Trust is a growing family of eight schools helping transform thousands of young lives in North East England. LST invests significantly in the training and development of all staff and is able to offer all staff a wide range of opportunities and benefits.

What we will offer:

- A smaller than average primary school with a ‘village’ ethos catering for children aged 2-11 years
- Children who are well-motivated and have an extremely positive attitude to learning
- A commitment to continuous learning and improvement
- Highly supportive and motivated staff
- A school which is well-supported by governors and parents
- The benefits of being a partner in the Laidlaw Schools Multi Academy Trust and ability to work across Sunderland schools.

The appointed candidate will join a successful MAT where all Academies support each other to the benefit of our pupils and their families. Our Academies also enjoy strong support from an experienced LST central team, based in Newcastle upon Tyne.

Further details and an application pack can be downloaded from the Careers section on the Laidlaw Schools Trust website <https://www.laidlaw-school-trust.co.uk/72/vacancies>. Interested candidates are welcome to tour the school, please contact Elaine Robinson, School Business Manager on 0191 563 4180 or admin@southhylton.org.uk to arrange a visit. If you wish to have an informal discussion about this post, please contact: Elaine Robinson, School Business Manager on 0191 563 4180 or admin@southhylton.org.uk

Closing Date: 12 noon on Monday 1st July 2024

Candidates who have not been contacted by w/e 5th July may assume they have been unsuccessful.

Interviews will take place W/C: 8th July 2024

Applications should be returned to: elaine.robinson@southhylton.org.uk

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.