

School admin Level 1 -Required ASAP
NJC SCP Point 6
Salary: £16,943

37 hours per week (Term time only plus 5 PD days)

Contractual Status: Permanent

Pallister Park Primary School,
Gribdale Road,
Pallister Park,
Middlesbrough
TS3 8PW
Telephone: 01642 242174

Headteacher: Mrs Heather Adams

We are looking to appoint a warm and friendly admin assistant to provide general clerical admin support to the school under the direction of senior staff

Are you an efficient team player with a “can do” attitude?

The main areas that this role encompasses are:

- Undertake reception duties; answering telephone, face to face enquiries, liaising with relevant staff, outside agencies and parents, dealing with visitors etc.
- Assist with pupil first aid/welfare duties, looking after sick pupils, liaising with parents/staff etc.
- Assisting with arrangements for visits by school nurse, photographer etc.
- Provide routine clerical support e.g. photocopying, filing, emailing, complete routine forms
- Maintain manual and computerised records/management information systems
- Undertake typing, word-processing and other IT based tasks. e.g data entry of results etc.
- Sort and distribute mail

For further information on this role – please contact Mrs Nicola Russell, Finance and Operations Manager on 01642 242174

The school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment.

The post is subject to a successful DBS clearance (certificate of disclosure form from the Disclosure and Barring Service) and pre-employment checks will be undertaken before an appointment is confirmed.

Application forms are available from the website. www.pallisterparkprimary.co.uk.

For any further information regarding the post, please contact Nicola Russell, Finance and Operations Manager.

Please return to recruitment@Oc1st.co.uk or Mrs H Adams, Head Teacher by post at the above address.

Closing date: 9am Monday 4th October 2021

Short Listing: 5th October 2021

Interviews: 11th October 2021