

MONKSEATON HIGH SCHOOL

13 – 18 Mixed Comprehensive

Seatonville Road, Whitley Bay, Tyne & Wear NE25 9EQ
Telephone: (0191) 2979700 Fax: (0191) 2979701

Job Title: Administrative Assistant

Scale: Grade 4 Salary: £16,491 - £17,419

Contract: 1 Year fixed term

Hours per week: 37 8am – 4pm (Mon-Thurs) 8am-3.30pm (Friday)

We are seeking to appoint an enthusiastic, self-motivated and flexible individual, who will act as a first point of contact for students, staff, parents and visitors and to work within our administration team.

The post holder will:

- Provide a friendly and professional welcome to the school
- Provide core administrative functions to support staff and students
- Assist with the smooth running of the school admin team by working flexibly in support of colleagues as required
- Work with a degree of initiative and organisational capability

You will have an understanding of school systems and processes and experience of working with a range Microsoft Office packages. Experience in the use of SIMS.net would be beneficial.

The successful candidate needs to be extremely well organised, have the ability to prioritise work and ensure that deadlines are met. The ability to work on own initiative as well as part of a team is essential. Previous experience of working in a school environment is desirable.

Monkseaton High School is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment. As such an enhanced Disclosure and Barring Service (DBS) disclosure will be sought along with other relevant employment checks deemed appropriate.

This post is advertised at 37 hours per week 52 weeks per year with 23 days annual leave leading to 28 days after 5 year's service plus bank holidays. This post will be a 1 year fixed term contract in the first instance. Required to start January 2018.

Application forms and further details are available via the school website:
www.monkseaton.org.uk or by contacting the school on 0191 2979700

Please ensure you complete the entire application form and provide a covering letter or your application will not be considered.

Applications should be returned to the school by **10am 23rd November 2017**. Your application may be submitted either electronically to: recruitment@monkseaton.org.uk or in paper form marked for the attention of Mr S Peel, School Business Manager.

Interviews are likely to take place week commencing **Monday 27th November**.