



Corbridge Church of England (VA) First School
St Helen's Lane, Corbridge, Northumberland NE45 5JQ
www.corbridgefirst.northumberland.sch.uk/

Administration Assistant - Band 2
Permanent - Part Time, *daily hours*
Term Time plus 5 days
16 hour per week
(£6,264 - £6,460 per annum)

Start date: From earliest availability

Corbridge Church of England First School are seeking to appoint a highly motivated and experienced administration assistant to join our team. We invite applications from candidates with proven skills and the commitment and desire to make a positive impact for our pupils.

We need a dedicated and hardworking individual who shares the school values and aims, and can promote our Christian ethos within the school community.

The successful candidate will be reliable with good numeracy, literacy and computer skills and a friendly manner. Applicants should also have experience of reconciling accounts and general office work. The successful candidate will also be required to provide a telephone and reception service for the school.

In return we can offer:

- A welcoming and committed team of staff, parents and governors.
- An inspiring group of pupils who are polite and enjoy learning.
- The chance to join a forward thinking team who are dedicated to continuous improvement.
- Opportunities for continual professional development.

We are committed to safeguarding and promoting the welfare of all children and expect all staff to share this commitment. The appointment of the successful applicant will depend upon receipt of an enhanced DBS check and health screening.

Closing date: Noon on Friday 28 September 2018
Interview Date: TBC