

Northern Lights Learning Trust

Head Teacher: Mrs Katy Hill

Admin Assistant required from September 29th 2020 (£18426 – £18795 [pro rata](#))
20 hours per week over 40 weeks (term time + 5 INSET days plus 1 week in Summer Holidays)

Are you organised, enthusiastic and welcoming?

Do you thrive working in a busy office environment?

Would like to make a difference to children's learning and well-being?

Hart Primary School is part of Northern Lights Learning Trust. We are currently looking to welcome enthusiastic and reliable admin assistant to support pupils, parents, staff and governors at Hart Primary School. There will be the opportunity to work closely in partnership with the admin team from St Peter's Elwick Primary School and on occasion, there will be opportunity to work across the Trust. Flexibility will be essential. In return, you will benefit from inspirational and dynamic leadership and be empowered to develop your own skills with access to great CPD opportunities.

Our successful candidates will:

- Provide a welcoming environment front of house
- Possess excellent communication and IT skills
- Be confident in dealing with children and adults
- Keep calm under pressure whilst maintaining confidentiality
- Be enthusiastic and supportive of the Academy ethos

Details of the school can be found on our website www.hartelwickfederation.org.uk
Prospective applicants are able to visit the school, if COVID Protection Rules allow by appointment between the 24th August 2020 and 26th August 2020. Any queries can be directed to Mrs D. Fraser Office Manager via info@hartelwickfederation.org.uk or by telephone 01429 273283 until July 16th 2020 and from the 24th August 2020.

Application packs are available on the school website and can be posted on request on the dates specified above. Applications should be returned no later than 9:00am on the closing date.

Closing date: Thursday 27th August 2020 at 9:00 am

Short listing: Thursday 27th August 2020

Interview Date: Monday 7th September and Tuesday 8th September 2020

Contact details for Mrs D Fraser are:

Email: info@hartelwickfederation.org.uk Tel: 01429 273283

Northern Lights Learning Trust is committed to promoting and ensuring the safety of all its pupils and staff and expects everyone to share this commitment. In line with this all appointments are subject to DBS check and satisfactory references.