

Cambois Primary School

Fixed Term Contract until 31st August 2022
[Part Time Term Time plus 5 days]

18 hours per week pro rata

Band 2
£18,562 - £18,933 FTE
£7,757 - £7,912 Pro rata

Where applicable, the successful applicant will receive the Northumberland County Council Living Wage Supplement in addition to their basic salary

Cambois Primary is a small, inclusive school in a beautiful rural location with enthusiastic and friendly children; dedicated and hardworking staff, governing body and parents Further information about the school can be found on our website or on our school Facebook Page.

Our governors are looking to appoint an enthusiastic and highly motivated office admin officer to join their very successful team from September 6th and fixed term for one year due to our increasing roll and expanding school.

You will be required to carry out day to day office duties and support the SENCO with admin duties in this growing role in school.

The successful candidate must:

- Have outstanding organisation skills
- Have outstanding interpersonal skills with adults and children
- Be committed to working as a team
- Have a good sense of humor
- Outstanding IT skills
- Ability to work to deadlines and prioritize tasks

The working pattern will be:

Wednesday: 8.30-3p.m.

Thursday: 8.30 am to 3p.m.

Friday: 8.30- 3p.m.

In return we can offer:

- A happy positive work environment
- Lovely children, staff and community
- The opportunity to work in a growing school
- A place where everyone is welcome

We are strongly committed to safeguarding and promoting the welfare of all children and young people and expect all staff to share this commitment. An enhanced Disclosure and Barring Service (DBS) disclosure is required for this post.

Informal discussions or visits to the school prior to interview are encouraged. Please contact Lindsey Dorner, office manager to arrange a visit. Tel: 01670 825218

Application forms can be downloaded from this website and are also available from the school by telephoning the school office.

Completed applications should be returned directly to the school by email to admin@cambois.northumberland.sch.uk

Closing Date: Friday 2nd July at 12p.m.

Interview Date: Friday 9th July 2021

Headteacher: Marianne Allan
e-mail: admin@cambois.northumberland.sch.uk
website: cambois primary school