



## Administrative Assistant



**West Park Primary School  
Coniscliffe Road  
Hartlepool  
TS26 0BU**

**Maternity Leave cover – to commence as soon as possible.**

**Administrative Assistant (Band 4) Spinal Column Point 4 £11,150.07 per annum (pro rata), 26 hours per week (a working schedule 8.30am – 12.30pm each day and Thursday and Friday afternoon), term time only (190 days per year).**

The school wishes to appoint an Administrative Assistant to join the office team to provide maternity leave cover which is expected to continue until 9<sup>th</sup> July 2022.

Candidates will have administration/clerical experience and will be able to demonstrate good IT skills, including use of MS Office. Candidates will also need to demonstrate the ability to communicate with a range of people including children.

Candidates should be suitably qualified and experienced and be able to meet the criteria detailed on the person specification.

*West Park Primary School has been judged as 'good' with elements of "outstanding" practice by Ofsted in November 2018. The Personal Development, Behaviour and Welfare of pupils, as well as all staff, is "outstanding" and reflects the ethos of the Head Teacher and school governors.*

For an informal discussion about the position please contact Miss A. Hall on 01429 282090.

Candidates must only apply using the application form provided; CV's will not be accepted.

**Closing date for receipt of applications is 9am, Monday 20th September 2021**

**Interviews will be held during the week commencing 20<sup>th</sup> September 2021**

***West Park Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. As such the successful candidates will be required to undergo an enhanced DBS check.***

### **Requesting an application form**

Application forms and further details are available via the Ad Astra website site:

<http://www.adastraacademytrust.com/careers/>