

**Head Teacher: Mr Adam Cooper**  
**Abingdon Primary School**  
**Abingdon Road**  
**Middlesbrough**  
**TS1 3JR**  
**Tel: 01642 210567**



**School Clerk/Personal Assistant to the Head Teacher of  
Abingdon Primary School and Children's Centre (September  
2017)**

37 hours per week/term time only plus 5 days  
Level 3 Scale F pt.19-21 (pro rata'd to hours worked)

**Abingdon Primary School and Children's Centre**

*Aspiring to excellence: Our Vision is to create an inclusive community that supports the well-being of every child and their family to enhance enjoyment, raise achievement and aspiration to all, and to ensure that children and families are supported through their learning journey from birth through school life in pursuit of excellence.*

The Governing Body seek to appoint an experienced administrative clerk with initiative and commitment to join our team of dedicated staff.

The person appointed to this important school role will:

- Have excellent interpersonal skills
- Be able to work as part of a team in a busy school office
- Have an excellent eye for detail
- Be able to carry out efficiently a wide range of duties associated with the post
- Be adaptable and show initiative
- Be able to manage computer software systems associated with data management-experience of SIMS is desirable not essential
- Be a very good communicator with all of the school's stakeholders
- Have excellent computing skills including typing
- Be professional, committed and reliable

Application form and job descriptions are available on-line (via the school website [www.abingdonprimary.org.uk](http://www.abingdonprimary.org.uk)). Completed application forms can be returned by post, to the school, or by email to [adam.cooper@abingdonprimary.org.uk](mailto:adam.cooper@abingdonprimary.org.uk)

**Abingdon Primary School is committed to safeguarding and promoting the welfare of children and requires all staff and volunteers to share this commitment. Any offer of employment will be subject to evidence of eligibility to work in the UK, satisfactory DBS, medical clearance and references that recommend the candidate without reservation.**

**Closing date Friday 16<sup>th</sup> June 2017 12 noon**  
**Interviews week beginning 26<sup>th</sup> June 2017**  
**Start date: Monday 4<sup>th</sup> September 2017**