



ABINGDON PRIMARY SCHOOL & CHILDREN'S CENTRE

Abingdon Road, Middlesbrough, TS1 3JR

Tel. 01642 210567 • Email abingdon@abingdonprimary.org.uk

Chair of Governors, Alison Kerr • Head Teacher, Adam Cooper



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.

Post Title: School Administrator

Grade and Salary Scale: 37 hours per week/term time only plus 5 days
Level 3 Scale F Point 9-11 (pro rata'd to hours worked)

The post is a permanent position to start as soon as possible.

This is an exciting opportunity to be part of the Administrative team at Abingdon Primary School and Children's Centre. The successful candidate will be able to communicate effectively with adults and children alike, deal with sensitive information and situations whilst demonstrating integrity and being able to problem solve.

We are looking for an individual with good organisational and interpersonal skills. The post requires you to undertake a wide range of general clerical, finance and administrative tasks.

You must have a commitment to the highest standards of professionalism and an ability to help us inspire our pupils and families. You must be able to demonstrate confidence, creativity, determination, drive, resilience, reflectivity and great teamwork skills.

Further information about the school can be found on our website www.abingdonprimary.org.uk

Abingdon Primary School is committed to safeguarding and promoting the welfare of children and young people 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, QTS qualification, an enhanced Disclosure and Barring Service (DBS), medical clearance and references that recommend the candidate without reservation.

Visits to the school are warmly welcomed and can be arranged via Debra Baxter, Head Teachers PA (01642 210567). Applications are available on-line, via the school website www.abingdonprimary.org.uk/more/vacancies and should be returned either to the school or by email to debra.baxter@abingdonprimary.org.uk by 12 noon on Friday 15th November 2019.

Closing Date: 15th November 12pm

Interview Date: 20th November

