

Our Lady & St Anne's RC Primary School



**Summerhill Terrace
Newcastle Upon Tyne
NE4 6EB**

0191 2325496

Administrative Assistant Level 2 N3

**Salary £17007 - £17391 per annum pro rata
(actual £14,476 - £14,802 per annum)**

Full Time (37 hrs per week), term time only plus 5 Training days

Permanent Contract

Required for Immediate Appointment or no later than 15th April 2019

The Governors are seeking to appoint a suitably qualified enthusiastic and well motivated person to join our team.

We are looking for someone who:

- Supports the Catholic ethos of our school
- Is extremely organised
- Has high expectations
- Works as part of a team to achieve very high standards
- Has a good sense of humour!

The Governing Body is strongly committed to safeguarding and promoting the welfare of children and young people. The post is subject to an Enhanced Certificate of Disclosure from the Disclosure and Barring Service and a range of other recruitment checks.

Application forms and further details are available on the school website only.
www.olsa.org.uk.

Completed applications are to be returned by post to the School Business Manager at the above address or can be emailed to ourladyadmin@olsa.org.uk

Closing Date: 12 noon Thursday 7th March 2019

Shortlisting: Friday 8th March 2019

Interviews: W/C Monday 11th March