# Our Lady & St Anne’s Catholic Primary School

**Summerhill Terrace**

**Newcastle Upon Tyne**

**NE4 6EB**

**0191 2325496**

**Administrative Assistant Level 2**

**Salary £18,887- £19,264 per annum pro rata, actual £8,729 - £8,903 per annum**

**20 hrs per week (10am-2pm Mon-Fri), term time only plus 5 training days as confirmed by the school**

**1 Year Fixed Term Appointment**

\*This post attracts a Living Wage supplement. In addition to the hourly rate, this post will receive the Living Wage supplement to bring the hourly rate up to a minimum of £9.90 an hour.\*

**Required for September 2022**

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 email to the School Business Manager at [recruitment@olsa.org.uk](mailto:recruitment@olsa.org.uk)

**Shortlisting: Week beginning 13th June**

**Interviews: TBC**

**Closing Date: 12 noon Friday 10th June 2022**