



Advert

Resignation letter received	N/A
School address (please ensure that the school's full address and post code are shown)	Valley Gardens Middle School Valley Gardens WHITLEY BAY Tyne and Wear NE25 9AQ
School telephone number	0191 9176667
School email address	vgmsoffice@valleygardensmiddle.org
Post title	Administrative Assistant
Permanent / Temporary (if temporary, until when)	Permanent
Hours per week	30 with potential to increase Monday to Friday 8.30am - 3.00pm (30 minute lunch)
Salary scale/grade	APT & C Grade 5 (£19,047.86 - £19,750.37)
Please indicate if the post is on a equated basis (term time only) or non equated basis (works school holidays)	195 day contract
Closing date	Monday 19th December 2022 - noon

Description:

Valley Gardens is a vibrant, successful and oversubscribed Middle School. Ofsted judged the school to be outstanding during our most recent inspection. We have a focus on pupil achievement and a commitment to developing our learning culture so that pupils are prepared for the 21st century world.

We are looking for a talented individual with experience of providing a high-quality administrative service to work alongside our current administration team of three. You will provide support, guidance and advice to parents/carers, pupils and staff within the school. You will contribute to the safeguarding and promotion of the welfare of our pupils.

Candidates must be hard working and used to working in a busy, every changing working environment.

We want to develop a more diverse workforce and we positively welcome applications from all sections of the community. Applicants with disabilities will be invited for interview if the essential job criteria are met. Application packs are available to download from the school website (www.valleygardensmiddleschool.org).

Valley Gardens Middle School is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment. As such an **Enhanced Disclosure and Barring Service** (DBS) disclosure will be sought along with other relevant employment checks deemed appropriate.



The importance of safeguarding and protecting children at school will be promoted continually throughout the recruitment process.

Publications:	All free publications/normal methods of advertising.
Closing date:	Monday 19th December 2022 - noon