



## **Senior Administration and Data Assistant (Full time, Grade F: £29,540 to £32,061)**

**Location:** Whickham School, Newcastle-upon-Tyne, NE16

**Contract:** Full time

Whickham is a school at the heart of the community. It is a place in which everybody is valued and where learning is cherished in a safe, caring and supportive environment. A school where everyone is inspired to be the best they can be.

### **Core Purpose**

The Senior Administrative Assistant plays a key role in the effective running of the school office and school MIS (management information system), with specific responsibility on one day each week for arranging staff cover for lessons and duties. The post holder will also support Sixth Form administration and be involved in the transition process for new students..

This role requires excellent organisational skills, discretion, and the ability to work calmly under pressure in a busy school environment. You will provide administrative support in the main office and cover during the school holiday periods.

### **Hours of Work:**

37 Hours per week (as outlined below), with flexibility required to adjust hours accordingly in order to provide cover for staff absence, including working until 5:00pm when necessary

- Monday, Tuesday & Thursday 8.30 - 4.30
- Wednesday: 7.15-3.15
- Friday: 8.30 - 4.00 on Fridays

All year round (Annual leave to be taken during school holidays)

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## **Are you ready to lead our team?**

**Want to see it for yourself?** We actively encourage visits. Contact **Joanne Brown** at [jbrown@whickhamschool.org](mailto:jbrown@whickhamschool.org) to arrange a time that works for you.

**Application deadline:** 9am on Monday 15th June

**Submit to:** [recruitment@whickhamschool.org](mailto:recruitment@whickhamschool.org)

**Application forms:** Download from the Whickham School website where you'll also find the full job description, person specification and further details about the school and role.

*Whickham School is committed to safeguarding and promoting the welfare of children and young people. This post is subject to an enhanced DBS check and satisfactory references in line with Keeping Children Safe in Education (KCSIE). We expect all staff to share our commitment to safeguarding.*

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## **What happens next?**

1. **Download the full job description and person specification** from our website
2. **Visit us** (optional but highly recommended) – see our facilities, meet the team and experience Whickham
3. **Complete your application**
4. **Submit by 9am on Monday 15th June**
5. **Interviews will be held on Friday 26th June**

**Questions** - Contact **Joanne Brown** (Admin Manager) at [jbrown@whickhamschool.org](mailto:jbrown@whickhamschool.org)

Whickham School is committed to creating a diverse workforce. We'll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.