

Deputy Administration Manager (Full time, Grade F: £30,515 to £33,119)

Salary: Grade F – £30,515 to £33,119

Contract: Full time, 37 hours per week, all year round

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

Working hours:

Monday, Tuesday & Thursday: 8.15am–4.30pm

Wednesday: 7.15am–2.30pm

Friday: 8.30am–4.00pm

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 Deputy Administration Manager 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. The post holder will also be responsible for line management of some administrative and reception staff.

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 some flexibility required to adjust hours accordingly in order to provide cover for staff absence, including working until 5:00pm when necessary

- Monday, Tuesday & Thursday 8.15 - 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)

What we can offer you

As well as joining a supportive school community, you'll have access to a range of employee benefits, including:

- **HSF Health Plan**, providing cashback towards everyday healthcare costs including dental and optical care
- **HSF Assist**, including 24/7 GP advice, virtual GP consultations and a private prescription service

- **24/7 counselling and emotional wellbeing support**
- Access to legal advice and support
- Membership of the **Local Government Pension Scheme**
- Generous occupational sick pay
- A term-time working pattern
- Opportunities for training and professional development

Are you ready to lead our team?

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

Application deadline: 9am on Wednesday 16th September

Submit to: 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.

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 Wednesday 16th September**
5. **Interviews will be held the week commencing 28th September.**

Questions - Contact **Joanne Brown** (Admin Manager) at 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.