**Beaufront First School**

**Administrator**

Permanent Contract

Part Time,Term Time plus 10 days

Variable hours contract range 15-30, initially 30 hours per week

Band 4 Spine Point 7-11 FTE £20,444 -£22,129

Beaufront First School is a *small, inclusive school in a beautiful rural location, with enthusiastic and friendly children; dedicated and hardworking staff and a supportive governing body.* Further information about the school can be found on our website.

Our governors are looking to appoint an *enthusiastic and highly motivated* administrator to join their very successful team from 24.1.22 or as soon as possible.

You will be required to

The successful candidate must:

* have excellent interpersonal skills and feel comfortable working with teaching staff, support staff, governors, parents and pupils
* have a friendly and positive disposition
* have excellent literacy, numeracy and communication skills
* have excellent IT skills within the range of systems used within a school
* be good at prioritising their own workload, able to act on own initiative and not afraid to seek support from other staff within school and indeed in other schools

The hours worked would ideally be between 8.30a.m. and 3.00p.m. daily but a small amount of flexibility may be possible.

In return, we can offer an exciting opportunity to be a part of our nurturing and vibrant community.

We are strongly committed to safeguarding and promoting the welfare of all children and young people and expect all staff to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974. If you are invited for interview, you will berequired to disclose all unspent convictions and those that would not be filtered, prior to the date of the interview. You may be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against information from the Disclosure and Barring Service before your appointment is confirmed. This role will include Regulated Activities and an enhanced Disclosure and Barring Service (DBS) disclosure is required for this post.

Informal discussions or visits to the school prior to interview are encouraged. Please contact Eileen Daniel to arrange a visit. Tel: 01434 602903

Application forms can be downloaded from this website and are also available from the school by telephoning the school office.

Completed applications should be returned directly to the Beaufront First School either by post to Eileen Daniel, Beaufront First School, Near Sandhoe, Hexham NE46 4LY or by email to [Eileen.Daniel@beaufront.northumberland.sch.uk](mailto:Eileen.Daniel@beaufront.northumberland.sch.uk)

**Closing Date:12.30 p.m. on Friday 14th January 2022**

**Candidates are warmly welcomed to arrange an informal visit to school.**

Headteacher: Mrs. Eileen Daniel e-mail: Eileen.Daniel@beaufront.northumberland.sch.uk

website: www.

**Guidance Notes for Completion**

The above advertisement will be placed on Jobs North East website within 24 hours of the advertisement being received, unless a later placement date is requested from the debbiejuddhr Account Manager.

If you would like the advertisement to appear on any other media, please contact your debbiejuddhr Account Manager.

Notes:

1. The job title should be taken from the job description/person specification. If a proposed job description, which has not completed the formal job evaluation process, is to be used, ‘to be confirmed’ should be entered against the band and salary and the words ‘This post is subject to job evaluation. The outcome of which will be confirmed prior to job offering being made’ inserted.

2. The full time hours for a member of support staff is 37 hours per week.

3. Where the contract is for variable hours, the range of the variable hours should be included eg (variable hours contract range 15-30, initially 20 hours per week).

4. A part time salary on a pro rata basis should be included here. This includes term time only working or term time plus X days. Part time, pro rata salaries should be sourced from your Payroll provider.

Supporting Documentation

Please forward all documents, which you would like to attach to the advertisement whilst it is live on the North East Jobs website, with this advertisement to your debbiejuddhr Account Manager.

|  |  |
| --- | --- |
| **Document** | **Attached** |
| Job Description/Person Specification | Yes |
| Advertisement (advertisement request for North East Jobs) | Yes |
| Safeguarding Policies and Procedures | Yes |
| Equality in Employment Policy | Yes |
| School Application Form | Where the debbiejuddhr Account Manager does not already have a copy, please attach.  Yes/No |
| Other: Please detail |  |
| Other: Please detail |  |
| Other: Please detail |  |
| Other: Please Outline |  |

I would like to include the Band 4 JD.

Would it be possible to say that most of the day to day actions would come under the band 3 Job Description.. but as the post holder will have significant responsibilities and be the sole admin officer for school, the role is being advertised and paid at the Band 4 level?

(Or words to that effect?)