**Administrative Assistant Level 2**

12 hours per week (Monday, Friday and one other morning 8.30-12.30), term time only with 3 training days

Christ Church is a multi-cultural school with a strong Christian ethos. We offer a friendly and happy working environment, and a staff that work as a team to provide the very best for our children.

The governors are seeking to appoint an enthusiastic and highly motivated administrative assistant who will provide invaluable support to the business manager. The person appointed will be outgoing, efficient and well organised.

This role would suit someone who has previous office/admin experience in school and excellent skills in Microsoft packages such as Word, Excel and Outlook. Excellent communication skills, telephone manner and interpersonal skills are essential.

**Commitment to safeguarding**

Our school is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. We expect all staff, volunteers and trustees to share this commitment. Our recruitment process follows the keeping children safe in education guidance.

Offers of employment may be subject to the following checks (where relevant):

* childcare disqualification
* Disclosure and Barring Service (DBS)
* medical
* online and social media
* right to work
* satisfactory references
* suitability to work with children

You must tell us about any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.

Visits to the school are welcome. Please inform school if you intend to visit on either Monday 29 April 10am or 3.30pm, Tuesday 9.30am.

Application forms and further details are available from the school web site <http://www.christchurch.newcastle.sch.uk>

Completed applications should be posted or emailed back to school.

[admin@christchurch.newcastle.sch.uk](mailto:admin@christchurch.newcastle.sch.uk).

Closing Date: Friday 3 May 2024  
Shortlisting: Monday 13 May 2024  
Interviews: Monday 20 May 2024  
Start Date: Monday 3 June 2024