



**2 posts Administrative Assistant (Grade 5 Pt 7 – Pt 9)**

**Permanent, 37 Hours per week  
(Term-time only, 193 Days)  
£21,053 - £21,965**

**Permanent, 27.5 Hours per week (hours negotiable)  
(Term-time only, 193 Days)  
£15,647 - £16,325 (£24,294 - £25,119 FT)**

***Required January 2024***

We are looking to recruit two enthusiastic and confident individuals to join our Administrative Team. Based in a busy school office, this permanent role will provide administrative support to the senior leadership team, pastoral team and SEND team. In addition, the postholder will undertake general administrative and reception duties including: word and data processing; assisting with marketing and promotions; photocopying and dealing with enquiries from staff, students, parents and members of the public. Although previous school experience would be beneficial, it is not essential, and we are happy to consider applications from candidates with other relevant administrative experience.

We are a highly aspirational, truly comprehensive 11-18 secondary school of around 1000 students in North Tyneside. Our vision is ambitious and unapologetic: we are creating change in order to be the school of first choice in the local area. We are passionate about equality, fairness and our students achieving the very best they can. We are proud of our traditional values: kindness, integrity, determination, manners, ambition, and positivity. We are a fully inclusive school, in a wonderful modern building, that is dedicated to both supporting and challenging all members of our diverse community and to developing the potential in all our students, regardless of their starting points. Ours is a calm and orderly work environment, based upon high standards of behaviour and an ethos of trust and care. We were rated [Good by Ofsted](#) in June 2022 and are due to be oversubscribed again next year.

Further information regarding the post, including applicant pack, can be found on our website at <https://longbenton.org.uk/about/work-with-us> We are also holding a virtual recruitment event on Monday 4th December at 5.30pm where you can find out more about this post - details are on our website [here](#). Completed applications and any enquiries should be returned by email to [recruitment@longbenton.org.uk](mailto:recruitment@longbenton.org.uk)

**Closing date for receipt of applications is 10am on Monday 11 December 2023 with interviews taking place later that week.**

*Longbenton is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Any offer of employment will be subject to a satisfactory DBS check.*