



Newcastle C of E Primary School
Church Lane, Newcastle,
Craven Arms, Shropshire,
SY7 8QL

Tel: 01588 640260 or 07957 639263

Executive Head: Miss Anna Cook

Lead Teacher: Chris Richards



adminnewcastle@bhf.shropshire.sch.uk
bhf.shropshire.sch.uk/newcastle-primary/
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Blue Hills Federation: Administrative Assistant

Grade 5 depending on experience.

20 hours per week, Term time plus 3 PD days

£12.38-£12.59 per hour

The Blue Hills Federation is seeking to appoint an Administrative Assistant to be largely based at Newcastle CE Primary School. We are seeking a friendly, enthusiastic person with good communication skills and the ability to relate well to children and adults, working within a team and who can contribute towards the caring and supportive ethos of our school.

We are looking for someone who is very well organised and extremely efficient, who has very good IT skills and is willing to quickly learn new systems. The successful candidate must also demonstrate proficiency in Maths and English and be willing to take direction whilst taking the initiative where necessary. The successful candidate will have excellent time management skills.

The job role involves daily office tasks, emails, telephone calls, orders and other administrative duties, including liaising with staff and Parents. You will need to be computer literate. and have a clear understanding of school life whilst working within the constraints of Ofsted and the Local authority. You will need to be flexible and reliable with the understanding to maintain confidentiality.

This is a very important appointment for our lovely school and we are hoping that we will find the right person to join our administrative team. If you feel that this is you, we would love to hear from you.

Visits to the school are warmly welcomed, please contact by telephone or email to arrange a visit. For further information, please contact the Executive Headteacher, Miss Anna Cook via email or telephone.

adminbucknell@bhf.shropshire.sch.uk

Tel: 01547530264.

The school is committed to the protection and safety of its pupils and therefore all candidates will be subject to a Disclosure and Barring Service check at Enhanced Level. All applications should be emailed to the Executive Headteacher on the email above.

Closing date: 15/07/24

Interview date: 18.07.24