



**Archbishop Runcie
Church of England (VA) First School**
Christon Road, Gosforth, Newcastle upon Tyne, NE3 1US

Tel: (0191) 285 2663
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Headteacher: Mrs KE Massey

N4, Level 3 Admin Assistant Post

Archbishop Runcie Church of England (VA) First School

14 hours per week, 8am – 3.30 pm, term time only

The Governors of Archbishop Runcie Church of England VA First School wish to appoint an Admin Assistant, to start 19th April 2021 (or as soon as possible). This post is for two days a week, preferably Tuesdays and Fridays (although there can be some flexibility around these days). The role is initially fixed term until the end of Summer Term 2021.

It is an exciting opportunity to work as part of our school team to further advance our small and nurturing school. We are a welcoming church school with happy and highly motivated children and staff. We have exceptional expectations of ourselves and the children. Parents are highly engaged with the school's work.

This is a wonderful opportunity to be part of a genuinely loving and caring school. We are looking for teachers who care deeply and are passionate for children and their learning, who can build very strong relationships with pupils and their families, and who are willing to go the extra mile to make a difference to our local community.

As a small school, we work very closely together so being a 'team player' is essential and an open and honest approach is vital. We want to grow individuals with their own drive, ambition and ideas balanced with modesty, emotional intelligence and empathy.

Candidates are welcome to make an appointment to look around the school by phoning Mrs Pygall, Acting School Business Manager, on the school number. Due to current circumstances, this is optional and candidates will not be disadvantaged if they are not able to visit prior to application.

The successful candidate will:

- Have successful, recent experience of working in an office (preferably a school office)
- Be organised and welcoming
- Be caring, empathetic and loving to children, staff, families and our community
- Consistently go the extra mile for the good of our children
- Be willing to 'muck in' – we are a small school!
- Work positively with parents and families

“Love to learn, learn to love”



- Be willing to participate in all aspects of school life

Application forms are available on the school website and returnable to Mrs K Massey by 12 noon on 29th January 2021. Shortlisted applicants will all be required for interview and office based tasks during the week beginning 1st February.

Archbishop Runcie CE (VA) First School is committed to safeguarding and promoting the welfare of children; we expect all staff and volunteers to share this firm commitment. As such, an enhanced Disclosure and Barring Service (DBS) check will be undertaken alongside other relevant employment checks deemed appropriate.

As this post involves working with children, vulnerable adults and dealing with sensitive information, written references will be taken up and made available to interviewers before the final selection stage; even if you indicate otherwise.

We look forward to receiving your applications.



Diocese of Newcastle