



Lingey House Primary School



Administrative Officer – Permanent Full time – 37 hours (Term time plus two week – Grade F)

The children, staff and Governors of Lingey House Primary School are looking for a talented, enthusiastic and friendly Administrative Officer to join our dedicated and supportive staff team. Lingey House is a popular and welcoming primary school and nursery in Leam Lane Estate, Gateshead that is going through an exciting time of change and development.

The post is to commence in October 2023, or as close to possible after this date. The successful candidate will become part of our inclusive family where all children are nurtured to become happy, confident and resilient learners supported to reach their unique potential.

We are looking for someone who:

- Will promote our school's ethos and values
- Is friendly, flexible, outgoing and a good team player
- Can take responsibility for and are committed to continued professional development
- Has high expectations of themselves and the children in school
- Is professional in dealing with children, parents, staff and suppliers
- Is able to prioritise effectively and rapidly, working under supervision or on own initiative
- Is comfortable in reacting to changing priorities and able to deal with the unexpected
- Has a good standard of written English and Maths
- Has good communication skills

We can offer you:

- A school community with a warm, positive, caring ethos
- Happy, friendly children who are keen to learn and develop our school
- Supportive Governors who are keen to further improve our school
- Friendly, supportive colleagues who are motivated to develop our school and work well together
- An SLT team who prioritises wellbeing of staff as well as pupils
- Excellent opportunities for CPD linked to your needs
- A well-resourced school and grounds

Application forms are available from the school office and our school website:

<https://www.lingeyhouseprimary.org/job-vacancies/>

Lingey House Primary School is fully committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. If successful, you will need to apply for an Enhanced Disclosure.

School Visits: School visits are encouraged. Please telephone school to arrange an appointment.

Closing date: Friday 15th September 2023 at 12 noon

Interview date: Thursday 21st September 2023

Lingey House Primary School
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