

Abingdon Primary School
Abingdon Road
Middlesbrough
TS1 3JR
Tel: 01642 210567

School website: <https://www.abingdonprimary.org.uk/>
E-mail: lynsey.tonge@abingdonprimary.org.uk

Administration Assistant
PERMANENT
Grade 6, £25,183 Pro rata, £22,314 actual salary
37 hours per week
Term time only plus 2 weeks working
Start Date: ASAP

We are seeking a highly motivated and organised **Administration Assistant** to join our busy school office at **Abingdon Primary School**, part of the **Legacy Learning Trust**. This is an exciting opportunity to contribute to a thriving school community where learners and learning are at the heart of all we do.

About the Role:

As an Administration Assistant, you will play a vital role in the day-to-day operations of our school office. Key responsibilities include:

- Coordinating and organising administrative tasks to ensure the smooth running of the school.
- Serving as the first point of contact for students, staff, parents, and the community.
- Providing information on school policies and procedures.
- Maintaining confidentiality of materials and information.

What We're Looking For:

The ideal candidate will be:

- A strong communicator with excellent organisational skills.
- Approachable and able to build strong relationships with colleagues, families, and the wider community.
- Able to multitask effectively in a busy environment while maintaining attention to detail.
- Aligned with our values of **strong relationships, high expectations and aspirations, equality and equity**, and **celebrating diversity**.

Why Join Us?

At **Abingdon Primary School**, we pride ourselves on creating an **inclusive community** that supports the well-being and achievement of every child and their family. As a **School of Sanctuary**, we are committed to being a safe and welcoming place for all.

In addition, we offer:

- A supportive and collaborative working environment with hardworking colleagues and governors.
- Opportunities to work with colleagues across other trust schools.
- Access to a nationally recognised **staff well-being package**, supported by a serving NHS practitioner.

Our Vision and Values:

We live by our **ARCH** values: **Aspirations, Resilience, Commitment, and Harmony**, which are embedded in all aspects of school life. Our vision is to foster a nurturing and inclusive community where children and families are supported in achieving excellence and reaching their full potential.

**To apply please visit <https://www.abingdonprimary.org.uk/vacancies/>
Please refer to the supporting documentation, and complete the application form.
Please return it electronically to lynsey.tonge@abingdonprimary.org.uk**

**Closing date: Monday 17th February 2025 at 12 noon
Interviews will be held on: Wednesday 19th February 2025**

Please note: the post holder will be engaging in regulated activity, working mainly or wholly with children. This position is exempt from the rehabilitation of offender's act 1974. It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an enhanced Disclosure and Barring Service (DBS) check.