

## The Avenue Primary School



### Job details

**Salary:** £18,440 - £19,185 (9 – 11)

**Hours:** 37 hours TTO plus PD days plus 5 days

**Contract type:** full time permanent

**Start date:** as soon as possible

**Reporting to:** Head of School

**Closing Date – Wednesday 20<sup>th</sup> April 12 noon - applications to be emailed to**  
**LDHelen.Bone@mcschools.org.uk**

**Interviews - Wednesday 27<sup>th</sup> April**

The Avenue Primary School is part of the James Cook Learning Trust. The trust was formed in September 2018 and includes The Avenue, Marton Manor, Lingfield and Captain Cook Primary Schools. The schools are in close proximity and work closely together. The trust has over 1300 pupils and 120 staff.

The Avenue Primary School is a successful two form entry school in Nunthorpe. We are popular family-friendly setting that offers our children the opportunity to grow and learn within a caring and stimulating learning environment. There are currently 409 children on roll from Nursery to Year 6. In addition, we have Parkway Day Nursey on site who provide wrap around care and the additional 15 hour childcare provision. We also have a community facility which is used on an evening.

### Main purpose

The administrative assistant is responsible for supporting with the administrative, financial, safeguarding and organisational processes within the school. They will also act as the initial point of contact for parents, visitors and other stakeholders so will be an ambassador for the school and embody the value, vision and ethos of the school in all interactions. They will also form part of the Trust Administrative Team and work in another Trust school up to 2 sessions per week.

The Avenue Primary School is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.