The Avenue Primary School
The Avenue

Nunthorpe
TS7 0AG
Tel: 01642 318510
Head Teacher: Mrs Emma Watson

Head of School: Miss Jayne Booth

**Level 2 Admin Assistant**

**Term Time Only, Fixed term until Friday 16th July 2021 (with the possibility of this being longer term)**

**Salary: £6962.74 (actual annual salary)
Hours: 15 hours per week 10.30 til 1.30, Monday to Friday**

**Start date: as soon as possible**

The Avenue Primary School, part of the James Cook Learning Trust, is seeking to appoint a Level 2 Admin Assistant to work in the front office of a busy and vibrant primary school.

We are looking to appoint someone who:

* is committed to being part of a whole school community, supporting children to be their very best
* recognises their significant role in representing ‘the face’ of the school
* has excellent communication and organisational skills
* works well as part of a team, and also demonstrates initiative and independence.

**Application Timeline:**

Closing Date: Wednesday 3rd February 12 noon

Shortlisting: Thursday 4th February

Interviews: Week commencing Monday 8th February

Applications should be returned by email to kpalmer@theavenueprimaryschool.co.uk

Additional information about the post and an application form can be found on the school website under the ‘vacancies’ section ([www.theavenueprimaryschool.co.uk](http://www.theavenueprimaryschool.co.uk))

The James Cook Learning Trust are 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 DBS Clearance.