



Primrose Lane
Newcastle Great Park
Newcastle upon Tyne
NE13 9FR

0191 2855141

Headteacher: Helen McKenna

Challenge, Equality & Opportunity

June 2026

Dear Applicant,

Administrative Assistant – Permanent 37 hrs p/w term time only (plus 1 training day) – from 1st September 2026

Thank you for your interest in this post at Havannah First School.

We are a first school situated in Newcastle Great Park and part of the Gosforth Schools' Trust. Following our relocation from the Broadway East First School site in 2022, we are now in a state of the art, brand new school building with excellent facilities. We are currently expanding our numbers to become a three-form entry first school. In September, we will have three classes in Reception and in Year 1, and two classes in Y2, Y3 and Y4. There will be 360 children on roll. The school is adjacent to the Havannah Nature Reserve on the North West part of Newcastle Great Park.

We are looking to appoint an administrative assistant to work in the busy school office on a full-time basis for term time only. The daily hours will be 8.00am – 4.00pm Monday to Thursday and 8.00am – 3.30pm on a Friday. We have a full time School Business Manager and a part time administrative assistant who will be working 15 hours per week. Our office is a busy environment and is also the first point of contact for all staff and visitors, including parents and carers. We are very proud of the warm welcome and strong relationships we have with everyone who comes to the office either to sign in for a visit, to pass on information or to ask a question.

We expect our office staff to be part of the wider staff team and to have excellent organisational and communication skills. While experience of working in a school office previously is desirable, it is not essential because we will be able to offer training and support in the initial stages of the job. Other relevant experience will be considered.

You can find out more about our school on our Instagram account @Havannah1st and our website.

Visits to school are encouraged. Please contact the office to arrange a visit to meet key staff and learn more about our school and the job.

The school is fully committed safeguarding and promoting the welfare of children and young people. The successful applicant will be required to obtain an enhanced DBS and a range of other recruitment checks.

If you would like to apply for this job, please visit our website at www.havannah.newcastle.sch.uk where you will find the following documents on the Vacancies page:

- Application form
- Safer Recruitment Statement
- Job description
- Person specification

The closing date for applications is midday on Tuesday 30th June. Please apply by email to admin@havannah.newcastle.sch.uk

Yours faithfully,

Ms Helen McKenna
Headteacher

