

Havannah First School

Havannah First School, Primrose Lane, Newcastle Great Park, NE13 9FR
0191 2855141

Administration Assistant Level 2

37hrs per week, permanent, term time only + one training day. To start 1st September 2026.

N3: £25,583 per annum pro-rata (actual is £21,519)

This is a Trust Foundation School; the employer will be the Governing Body of the School.

Hours: 8.00am – 4.00pm Monday to Thursday, 8.00 – 3.30pm Friday.

Required from 1st September 2026.

We are seeking to appoint a highly organised, professional and welcoming Admin Assistant to join our busy school office. This is a key role at the heart of our school, providing essential administrative and clerical support to ensure the smooth day-to-day running of the office.

About the role:

- - Be the first point of contact for parents, visitors and pupils
- - Provide general administrative and clerical support
- - Manage phone calls, emails and enquiries efficiently
- - Support attendance, admissions and pupil data processes
- - Assist with school communications and correspondence
- - Work closely with the School Business Manager and other staff, including the SLT

We are looking for someone who:

- Is warm and welcoming with excellent communication and interpersonal skills
- Is highly organised, efficient and able to prioritise workload
- Has strong ICT skills (Microsoft Office, SIMS desirable)
- Understands the importance of confidentiality and safeguarding

We can offer you:

- A warm, welcoming and supportive school community
- Friendly, dedicated staff and enthusiastic children
- Opportunities for professional development
- A positive working environment where everyone is valued
- Excellent facilities in our new, state of the art building on Newcastle Great Park

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.

Havannah First School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. This post is subject to an enhanced DBS check and a range of other recruitment checks including two satisfactory references.

Closing Date: Midday on Tuesday 30th June 2026.