**Spring Gardens Primary School**

Headteacher – Mr Tim Jones

Brightman Road, North Shields, Tyne & Wear NE29 0HP

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Website: [springgardensprimary.org.uk](http://www.springgardensprimary.org.uk)

July 2025

Dear Applicant,

Thank you for your interest in the Adminstrator post at Spring Gardens Primary School.

At Spring Gardens Primary School, we are committed to providing the highest quality support for teaching and learning for our pupils. Candidates must be skilled in all aspects of office administration, have excellent organisational, IT and communication skills and be able to deal with conflicting demands in a busy school office environment.

The role will consist of the following:

* Maintenance of computer and paper based pupil records
* Contribute to administration of pupil attendance, school admissions and parent payments
* Support school procurement
* Communication with parents, staff and other stakeholders
* Assist with reception duties, answering routine telephone, face to face enquiries and signing in visitors
* Routine clerical support

Spring Gardens Primary School is strongly committed to safeguarding and promoting the welfare of children and young people; upholding the DfE ‘Keeping Children Safe in Education’ ethos. The successful applicants will be required to obtain an Enhanced Certificate of Disclosure from the DBS and satisfy a range of pre-employment checks.

As the post involves working with children and dealing with sensitive information, written references will be taken up and made available to interviewers before the final selection stage, even if you indicate otherwise.

**Application**

We have enclosed a Person Specification and Job Description to help you outline your skills, knowledge and experience in support of your application. Please do not include a CV or any other additional information with your form as this will not be taken into consideration and ensure that you correctly complete the section headed: Rehabilitation of Offenders Act 1974, Disclosure of Previous Convictions.

If you did wish to apply please ensure you:

* Give a contact phone number and also include phone and email details of referees on your application form
* Email or post your application to be received no later than **12 noon on Friday 5 September 2025**

I hope this gives you all the information you require and look forward to receiving your application.

Yours sincerely,

Mr T Jones

Headteacher