



Moorside Primary School
Beaconsfield Street
Newcastle upon Tyne
NE4 5AW
Tel: 0191 272 0239

**Moorside Primary School is a Foundation School which is part of the
WEST Trust.**

The employers will be the Governing body of the school

Moorside Primary School are looking to appoint an Administrative Assistant Level 3
Fixed Term to work at our school.

The position is full-time with part-time considered term time plus five training days as
determined by the school.

The salary will be

??? per annum

The post is permanent commencing as soon as possible.

The successful candidates will work closely with the Head Teacher and the Senior
Leadership Team.

Competent ICT skills are essential along with comprehensive experience in Word,
Excel and PowerPoint.

Ideally the person will have worked in the school environment and have experience
in SIMS.

Moorside Primary School are looking for someone that will be enthusiastic and
highly motivated with excellent professional and personal skills.

They will be committed to working within a team as well as have the ability to work
independently.

We are an equal opportunities employer strongly committed to safeguarding and
promoting the welfare of children and young people. The successful applicant will be
required to obtain an Enhanced Certificate of disclosure from the DBS and to meet a
range of other recruitment checks including a childcare disqualification declaration
form.

Further details and application forms and recruitment pack for the above post are
available from

Linda Hall, email linda.hall@moorside.newcastle.sch.uk

Or they can be downloaded from our website www.moorside.newcastle.sch.uk

Then forwarded to Linda Hall

Please note that CV's will not be accepted

Closing date: 10 am on Thursday 6th November 2025.

**Shortlisting and interviews are expected to take place week commencing
Monday 10th November 2025.**