



HARTLEPOOL BOROUGH COUNCIL

**FENS PRIMARY SCHOOL**  
Mowbray Road, Hartlepool. TS25 2LY  
**Telephone 01429 870405**  
**E-Mail: [admin@fensprimary.co.uk](mailto:admin@fensprimary.co.uk)**



### **ADMINISTRATION ASSISTANT**

Salary Range - Band 5 Point 5  
£22103.02 195 Days (Term Time Only)  
37 Hours per week

The school is seeking to appoint an Administration Assistant.

The purpose of the role is to:

- Provide general clerical and administrative support to the school administration function.
- Undertake reception duties and answer questions from and give information to the public and staff.
- Respond to enquiries, create and maintain databases, undertake financial transactions, ensure compliance with procedures and policies of the school.
- Carry out tasks with due regard to Data Protection requirements.

The successful candidate will have:

- An NVQ Level 3 or equivalent qualification, together with good numeracy/literacy skills.
- Experience in administrative and/or finance roles.
- Ability to organise own workload.
- Ability to relate well to children and adults.
- Work constructively as part of a team, understanding school roles and responsibilities and your own position within these.

***Fens Primary School is committed to safeguarding and promoting the welfare of children and young people. The successful applicant will be required to undertake an enhanced criminal records check via the Disclosure and Barring Service***

An application pack is available from the school office or via email at [admin@fensprimary.co.uk](mailto:admin@fensprimary.co.uk), or electronic copies are available from the school website.

**Closing date: 9am Friday 20<sup>th</sup> March 2026**  
**Shortlisting: Monday 23<sup>rd</sup> March 2026**  
**Interviews: Wednesday 25<sup>th</sup> March 2026**