

Reception and Administration Assistant

Pele Trust Band 3 Pts 5-6 (£25,583 -£25,989)
Approx. Pro Rata Salary TTO+5 days (£21908-£22256)

Required: As soon as possible

John Spence is a popular and successful school, serving students from the North Shields area of North Tyneside. We have an exciting opportunity for a friendly, outgoing, hardworking professional to join our highly effective school office team as a Reception and Administration Assistant. This post is offered as permanent role, working 37 hours a week term time only.

This is a varied and busy job at the heart of the school, and a candidate with previous school administration experience would be desirable, although full training will be given. The successful candidate will be:

- Friendly and approachable
- Resilient, highly motivated and committed
- Well organised and punctual with a professional attitude to work
- Willing to work independently and as part of a hard-working, dedicated team
- Positive, proactive, with a good sense of humour who can work flexibly to meet the changing needs of the school
- Be an active member of school life and actively subscribe to the ethos of the school
- First aid trained (or willing to be first aid trained)

In this role you will be liaising with parents, pupils, staff and visitors and will need to be comfortable and confident in your communicating skills. You should be calm, assured and professional in all your dealings and have a naturally friendly and warm personality. You will be organised, know how to prioritise workload and provide a high standard of administrative support.

Job share applications may be accepted for exceptional candidates. For an informal discussion about the role, please contact Melissa Tunney, School Business Manager
Melissa.Tunney@johnspence.org.uk

An application form and accompanying letter should be completed and returned no later than 12 noon on Wednesday 20th May to the Headteacher's PA Emma.Rutter@johnspence.org.uk Interviews to be held Friday 22nd May 2026.

Further details of the school and the post can be obtained from the school website, www.johnspence.org.uk as can a copy of the application form.

John Spence Community High School are committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and parents to share that commitment. Successful candidates will be required to undertake safer recruitment checks including an enhanced DBS check with Children's Barred List check.

Headteacher Mr Jonathan Heath

John Spence Community High School, Preston Road, North Shields, NE29 9PU.

Registered address: Pele Trust, c/o Ponteland High School, The Crescent, Callerton Lane, Ponteland, Newcastle upon Tyne, NE20 9EG.
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John Spence Community High School is part of Pele Trust.