



Administrative & Attendance Officer



Full time - Term time only, plus 3 training days

Fixed-Term contract

(Secondment Cover)

N5 £26,873 – £28,770 per annum, pro rata

(Adjusted salary for 1.0 FTE Term Time only plus 3 training days is £22,842 - £24,455)

Required for 1st September 2026 – Maternity cover

Simonside Primary School is seeking to appoint an excellent Administrative and Attendance Officer.

The governors and staff of this vibrant and welcoming primary school are seeking to appoint a hardworking and dedicated administration and attendance manager to work full time, term-time only.

You will be required to work in the school office and respond to calls and parental queries.

We are seeking an individual who maintains a positive, professional attitude under pressure and can effectively manage the diverse demands associated with this role. You must have excellent communication skills. You will have strong computer skills and be able to use SIMs to complete attendance registers and some data analysis for attendance.

We are looking for someone who can help drive up attendance across school.

The successful candidate will:

- be highly motivated
- be successful in building positive relationships with all members of the school community
- be caring, committed and confident.

We can offer you:

- friendly, supportive, hardworking staff and governors
- a team ethos that is highly valued
- children who are fun, eager to learn and respond well to nurture and care
- parents who are highly supportive of the school
- a state of the art working environment and free parking.
- excellent support systems from our MAT.

We would like to hear from those candidates who feel that they can demonstrate the characteristics and skills we are looking for and hold the relevant experience/qualifications to meet the demands of this post.

Please note that in all cases written references will be taken up and made available to interviewers BEFORE the final selection stage, even if you indicate otherwise.

Simonside Primary has Academy status and is one of eight schools within ONE (Owl North East) Trust, which is committed to providing the highest quality support for teaching and learning; the employer will be the Trust.

You will be based at Simonside Primary School. At the request of ONE Trust, you may be required to conduct your duties elsewhere to facilitate learning or social activities off the school premises. The Trust reserves the right to change your area of work, temporarily or otherwise, as may be required, subject to reasonable notice and prior consultation with you.

Safeguarding Statement

Simonside Primary School is strongly committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to obtain an Enhanced Certificate of Disclosure from the DBS and a range of other recruitment checks. In addition, for shortlisted candidates, the school will be carrying out an online search as part of our due diligence process. Please see the copy of our Safer Recruitment Policy and the copy of our Safeguarding and Child Protection Policy, which are included with the application pack on our school website. You will be responsible for the safety and welfare of the children in your care in line with KCSIE 2025.

Application details are available on the Newcastle City Council jobs portal and both the school and ONE Trust websites.

All applications must be returned by post or delivered directly to school (not by email).

Closing date: Sunday 21st June 2026 (12:00pm)

Shortlisting: Monday 22nd June 2026 (shortlisted candidates will be informed on this date. If not contacted by 6pm, you have not been successful on this occasion)

Interviews: Monday 29th June 2026

Please send a covering letter and your completed application to:

Victoria Carter (Acting Head Teacher)
Simonside Primary School
Bedeburn Road
Newcastle upon Tyne
NE5 4LG
Email: admin@simonside.newcastle.sch.uk

Interested candidates are warmly invited to visit our school and have an informal chat about the role. Please contact the school to book a visit or find out further information about the post. Phone: 0191 2860776 or email admin@simonside.newcastle.sch.uk



**Simonside Primary School, Bedeburn Road, Newcastle upon
Tyne NE5 4LG**