

## FAIRFIELD PRIMARY SCHOOL



### JOB SUMMARY

Contract Type: **Administrator**  
Working Pattern: Permanent Full time position G9 – G12 – 37.5hrs per week in School Office  
Advert Start Date: 29th September 2025  
Advert End Date: Friday 17<sup>th</sup> October 2025  
Salary: National Joint Council  
Job Category: Schools – Administrator  
Location: Stockton-on-Tees  
Number of posts: 1  
Closing date: Friday 17<sup>th</sup> October 2025  
Starting date for job: December 2025

### FURTHER INFORMATION

Due to the retirement of our existing senior administrator, the governors of Fairfield Primary wish to appoint an Administrator to join our school office. The post is for a permanent full-time position.

Fairfield Primary is a good school and we continue to strive to improve outcomes for all of our pupils. We aim to maintain a secure, caring and stimulating environment in which children are encouraged to have respect for themselves and each other. Through quality teaching and learning, children are given the opportunity to develop individuality and responsibility, and are challenged to achieve their full potential. We believe it is important that we develop the whole child, nurturing the academic, creative, spiritual and social aspects equally so that children can achieve their personal best in their adult life.

We are looking for an administrator who can:

- Under the guidance of senior staff be responsible for undertaking administrative, financial and organisational processes within the school. Assist with the planning and development of support services and have additional responsibility for supervision and finance.

We can offer you:

- A supportive school and community
- Friendly and committed staff who are supportive and open to new ideas.
- A firm commitment to your continuing professional development.

Fairfield Primary School and the governing body are committed to safeguarding and promoting the welfare of our pupils and young people. We have a robust Child Protection Policy, and all staff will receive training relevant to their role at induction and throughout employment with the school. We expect all staff and volunteers to share this commitment. This post is subject to a satisfactory enhanced Disclosure and Barring Service criminal records check for work with children. An online search will also be carried out in line with Keeping Children Safe in Education.

An application form, job description and person specification are available on the school website or by contacting the school office. All forms must be submitted to the school by 12 p.m. on the closing date, either in paper form or by email to [fairfield@fairfieldprimary.org.uk](mailto:fairfield@fairfieldprimary.org.uk)

Closing Date: Friday 17<sup>th</sup> October 2025

Interview date: Week commencing Monday 20<sup>th</sup> October 2025

Start Date: December 2025