



Spring Gardens Primary School

Headteacher – Mr Tim Jones

Brightman Road, North Shields, Tyne & Wear, NE29 0HP

Telephone: 0191 300 9750 Email: office@springgardensprimary.org.uk

Website: www.springgardensprimary.org.uk



Centurion
MULTI-ACADEMY TRUST

January 2026

Dear Applicant,

Thank you for your interest in the Office Manager post at Spring Gardens Primary School. We are a large primary school with a current role of 314 pupils which includes a 52 place nursery, situated in the south east of North Tyneside Local Authority. The school serves a catchment with a high level of deprivation with currently 40% of our pupils attracting pupil premium funding. We are part of Centurion Multi-Academy Trust.

Centurion Multi-Academy Trust is a newly formed trust that opened on the 1st January 2024. It is made up of four founding member schools that are located within the borough of North Tyneside. Being part of Centurion Multi-Academy Trust brings opportunities for schools to work more closely to utilise significant school improvement expertise and to formalise and strengthen our partnerships for the benefits of pupils.

To find out more about our trust, please visit our website: [Home - Centurion Multi-Academy Trust](#)

We are seeking to appoint an organised, efficient and proactive Office Manager to join our wonderful school and supportive staff team. At Spring Gardens Primary School, we have an incredibly busy school office and our admin team are the main point of contact for all staff, pupils, parents and visitors. Every day the admin team work in a fast paced environment, with each day presenting new challenges and no two days are the same.

This key role involves:

- the management and oversight of all office processes
- the processing of school orders and invoices
- management of school's single central record
- processing of HR changes/updates
- management of the school's contracts and services

Our new office manager will work in the heart of the school, supporting the office to run smoothly. The role is a busy but very rewarding role.

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If you thrive on variety, enjoy problem-solving and working with pupils, parents and the community, we would love to have you join our team.

Application

We have enclosed a Person Specification and Job Description to help you outline your skills, knowledge and experience in support of your application. Please do not include a CV or any other additional information with your form as this will not be taken into consideration and ensure that you correctly complete the section headed: Rehabilitation of Offenders Act 1974, Disclosure of Previous Convictions.

The school is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an enhanced DBS (Disclosure Barring Service) check.

If you wish to apply please ensure you:

- Give a contact phone number and also include phone and email details of referees on your application form
- Send a hard copy of the application to the schools address or send a PDF of the application to office@springgardensprimary.org.uk

Important Information

Contract Type: Permanent

Hours: 37hrs per week - Term time + 10 days (5 inset days & 5 days during holidays)

Working Pattern: Monday-Thursday: 8:30am-4:30pm, Friday 8:30-4.00pm

Salary: Grade 7 - £32,061- £33,699 pro rated (FTE equivalent £28,159.54 – £29,598.21)

Start date: As soon as possible

Closing date: Friday 13th February 2026 – 12.00pm

Shortlisting: Tuesday 17th February 2026. Successful candidates will be sent an email invitation.

Interviews: Tuesday 24th February 2026.

I hope this gives you all the information you require and I look forward to receiving your application.

Yours sincerely,

Mr T Jones

Headteacher

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