

Post Title:
School Administrator to start as soon as possible

Location
Working for the Federation of Follifoot & Spofforth CE Primary Schools, primarily located at Spofforth CE Primary School, School Lane, Spofforth Harrogate, North Yorkshire HG3 1BA

Pay Grade/Band
Grade D, point 4-6
Salary Range (From and To)
From: £9.81 per hour to £10.21 per hour, term time only

Application Closing Date
Monday 1st November 2021

Interview Date
Wednesday 10th November 2021

Minimum Age Requirement
N/A

Vacancy Hours
Monday-Friday, 37 hours over 5 days, term time only.
Our aim is for this to be a full time role but we would consider hours to be shared by two members of staff on a part-time basis.

Contract Type
Established.

Weekend Working
No

Venue for Interview
Spofforth CE Primary School

Advert Details:
We are looking for a School Administrator to provide an administrative support service to the Head teacher and the school to contribute to the smooth running of the school on a daily basis. To work within the busy environment of the school office managing some administration for the school, providing administrative and reception service where excellent organisational skills are essential to cope with the demands of having to deal with a variety of tasks. The successful candidate will have a desire to be part of our team providing a warm and welcoming first point of contact for parents, pupils and visitors. They will have excellent personal and communication skills and a commitment to support their achievement of the Federation vision.

Spofforth CE Primary School is set in attractive grounds on the edge of this popular and thriving village. School has a friendly, happy and caring atmosphere where children are nurtured to progress in a supportive learning environment. The school's ethos is underpinned by Christian values, and there is a very good relationship with the local community.

For further information please contact the school office via email:
office@ffpschools.co.uk

Safeguarding

Follifoot & Spofforth CE Primary Schools are committed to safeguarding and promoting the welfare of children and expects staff and volunteers to share this commitment. The successful candidate will be subject to vetting, background checks including an enhanced Disclosure and Barring Service check.