



FEDERATION OF

FOLLIFOOT & SPOFFORTH

CHURCH OF ENGLAND PRIMARY SCHOOLS



Love Learn Thrive

Join Our Passionate Team of dedicated, pupil centric educators, driven to be the change to teach, inspire and transform pupils learning journey while embracing the school values to Love, Learn and Thrive!

Within Follifoot and Spofforth Federation we believe in cultivating a nurturing environment where both teachers and pupils thrive. We're looking for an inspirational Senior Administrator who is committed and eager to make a difference to the community we serve. The ideal candidate will be highly motivated and have an interest in organisation management, while supporting the needs of our Federation. Above all, you must deeply care about our children and want to support them on their learning journey to be the best they can be throughout their learning journey here with us at Spofforth.

The role will be a term time only +2 weeks full time role of 37 hours per week.

Please complete the application form and return to the school office at r.lakin@ffspschools.co.uk by Closing Date: 13th June 2025 Interviews are scheduled for the 19th June 2025. If you have not heard 10 days after the closing date then your application has been unsuccessful. The role will commence 01.09.25

the successful candidate will:

- Be the lead administrative function for the Federation
- Have line management responsibility to admin assistant
- Provide the administrative function to the senior leadership team
- Working closely with the headteacher with a range of duties
- Welcoming pupils, staff and visitors of the school.
- Communicating with LA departments such as finance and HR
- overseeing attendance data throughout the Federation
- Attending and minuting meetings with the Executive Headteacher
- Working with the designated safeguarding leads to promote safeguarding throughout the Federation

Our ideal candidate will have:

- Are proficient in Microsoft Office 365
- Have excellent communication skills
- Can promote safeguarding in the school
- Have a warm and welcoming personality
- Exceptionally well organised
- Be agile and adaptable

What We Offer

- A Christian ethos that underpins all aspects of school life.
- A supportive leadership team and a vibrant professional community.
- High-quality training and professional development.
- Collaborative and supportive Federation team.
- A commitment to staff well-being.
- Energetic, thoughtful and happy pupils

- Positive culture built on distributed leadership and teamwork

Please see below the thoughts and feelings of stakeholders within the Federation:

"I love coming to school!"

"The teachers make learning fun, they are helpful and generous and help me get a good education."

"My friends are kind and caring and they support me when I am down."

Pupils in Year 5 and 6

"The Federation is a fabulous place to work. We are such a happy, supportive team and we care so much about our colleagues, pupils and school. Come and be a part of it!"

Class teacher

If you share our values, have the passion for delivering excellence, and want to be part of a dedicated and enthusiastic team, committed to supporting all pupils become the best they can be, we would love to hear from you.

Join us and become a part of a family where your voice is valued, your growth is encouraged, and your impact is profound!

Visits to the school prior to application are welcomed and encouraged and can be arranged by calling our senior administrator Sarah Giddings, based at Follifoot School, on 01423 872580. Please also contact the school for an informal conversation about the role.

When applying please consider the following supporting documents:

Person Specification

Job Description

Application guidance, including policy statement on the recruitment of ex-offenders

The supporting information section of your application should clearly evidence your ability to meet the requirements we have outlined in the person specification. This will be used to shortlist applicants for this role and therefore it is imperative that you provide evidence as requested.

References

When completing your application, please provide two employment referees.

Safeguarding

We are committed to meeting the needs of our diverse community and aim to have a workforce reflecting this diversity. We are also committed to safeguarding and promoting the welfare of children, young people and adults. We have a robust child protection policy and all staff will receive training relevant to their role at induction and throughout employment at the school. We expect all staff and volunteers to share this commitment.

Please note this post is in regulated activity and exempt from the rehabilitation of Offenders Act 1974 and subject to satisfactory references and an enhanced DBS criminal records and barred list check for work with children. An online search may be undertaken as part of the recruitment process on information available in the public domain. Candidates should disclose anything that may be relevant in line with Keeping Children Safe in Education.