



School Administrator Required
25 hours Band E (6-8) TTO plus training days, established post
(£11,359.24-£11,817.70)
required as soon as possible.

We are losing our much-loved school administrator as she has to move back to Scotland to be near family. We are therefore seeking to appoint a friendly, enthusiastic and well-organised administrator to work 25 hours a week in our small school. Previous experience working in a school setting would be beneficial but not essential.

We are a small school with currently 79 children, a preschool and 13 staff. We work exceptionally well as a small school team and even more so during the last 12 challenging months; everyone gets involved, supporting each other where needed. We became an academy in January 2019 as part of the Dales Academies Trust and work closely with the other schools in the trust.

We are looking for someone who is:

- efficient, well-organised, able to prioritise and use initiative
- IT literate and quick to learn new systems including an understanding of finance
- an excellent communicator at all levels as you are the first point of contact for our school
- able to produce documents and work of a high standard
- able to respect and protect confidentiality in all matters
- cheerful, friendly and caring
- flexible, as the job is quite diverse!

For more detail, please see the job description.

What we can offer:

- Happy and welcoming pupils, staff and governors
- A warm, collegiate and supportive environment to develop your career
- The opportunity to be part of a school with a caring environment, part of a growing multi academy trust.

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. We expect all staff and volunteers to share this commitment. The school is also committed to safer recruitment procedures. This post is subject to an Enhanced Disclosure and Barring Check.

If you would like to request an application pack, arrange a visit to the school or speak to the current administrator, please contact Mrs Steph Holdsworth at the school office on 01609 773519 or email admin@ainderby.dalesmat.org Applications to be returned by email to the admin address or by post

Closing date for applications: 1.00pm Monday 5th April 2021

Candidates will be contacted if they have been shortlisted.

Interviews: Week beginning Monday 12th April

W: www.ainderbysteepleschool.org E: admin@ainderby.dalesmat.org T: 01609 773519

Ainderby Steeple CofE Primary School | Station Lane | Morton-on-Swale | North Yorkshire | DL7 9QR

Ainderby Steeple CofE Primary School is a member of the Dales Academies Trust. Dales Academies Trust is an exempt charity regulated by the Secretary of State for Education. It is a company limited by guarantee registered in England and Wales, company number 08372064, whose registered office is at Blair Avenue, Ingleby Barwick, Stockton On Tees, TS17 5BL



