



North Yorkshire County Council Education Department

Carlton Miniott C.P. School

Headteacher: Mr S Crocker

Deputy Head: Mrs A.Amesbury

Carlton Miniott C P School
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Registered Charity No. 1049121

22nd September 2017

Dear applicant,

School Administrator at Carlton Miniott Community Primary School

Thank you for requesting an application pack for the above post. Carlton Miniott Community Primary School is a very successful Primary School on the outskirts of Thirsk. The Governors are seeking to appoint a School Administrator to provide effective administrative service to the Headteacher and the school, ensure the smooth running of the school office and to communicate positively with parents. This would be from 8.30am until 4.15pm Monday to Friday. Due to the school intending to join the Elevate Multi-Academy Trust this is initially a fixed term contract until 22nd December 2017. Please find enclosed a job description, a person specification and an application form. More details about our school and our prospectus can be found on our school website, www.carltonminiott.n-yorks.sch.uk.

Our school is committed to safeguarding the welfare of our children and the successful candidate will be required to undertake DBS clearance. If short listed we will seek two written references and may approach previous employers for information. If you are working with children at present your current employer will be asked about disciplinary offences relating to children and any child protection concerns otherwise this information will be sought from your last employer. Providing false information is an offence and could result in the application being rejected

The closing date for applications is Wednesday 11th October at 4pm. Please send a paper copy of your application form to the school with the correct postage on the envelope. Emailed applications will not be accepted.

Yours sincerely,

Mr S.Crocker
Headteacher

