



Carlton Miniott
Primary Academy

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Carlton Miniott C P School
Carlton Miniott
Thirsk
North Yorkshire
YO7 4NJ

Phone/Fax: 01845 522088

Email: admin@carltonminiottacademy.org
Web site: www.carltonminiott.n-yorks.sch.uk

5th September 2018

Dear applicant,

School Administrator at Carlton Miniott Primary Academy

Thank you for requesting an application pack for the above post. Carlton Miniott Primary Academy is a very successful Primary School on the outskirts of Thirsk. The Governors are seeking to appoint a part time 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 Monday to Friday, 8.30am -12.30pm, term time only plus two weeks during the school holidays. This is a one year fixed term contract. There would also be the opportunity of an extra 1 hour per day as a Midday Supervisor.

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. Carlton Miniott Primary Academy is part of the Elevate Multi-Academy Trust. More details about the Trust can be found by following the link on the front page of our website.

Our school is committed to safeguarding the welfare of our children and the successful candidates 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

If you have any queries please contact Mrs Maher, in the school office on 01845 522088.

The closing date for applications is **Wednesday 26th September 2018**. Paper copies of the application forms should be returned to the school Office, electronic forms will not be accepted.

Yours sincerely,

Mr S. Crocker Headteacher

