



Carlton Miniott
Primary Academy

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Carlton Miniott C P School
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29th March 2018

Dear applicant,

School Administrator at Carlton Miniott Community Primary School

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 two part time School Administrators 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. However one full time roll would be considered. This would be Monday to Friday, term time only plus two weeks during the school holidays.

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.

Application forms and further details for this post are available by emailing Mrs A Lazzari at a.lazzari@elevatemat.org or visit the useful forms section of our website: www.carltonminiott.n-yorks.sch.uk. If you have any queries please contact the school on 01845 522088.

The closing date for applications is **Sunday 22nd April 2018**. Forms should be returned to Mrs A Lazzari at a.lazzari@elevatemat.org

Yours sincerely,

Mr S. Crocker Headteacher

