

**Job Title**

School Administrator

Organisation

Elevate Multi Academy Trust

Directorate

Children and Young People's Service

Location

Carlton Miniott Primary Academy, Carlton Miniott, Thirsk, North Yorkshire, YO7 4NJ

Grade/Band

Band 5 (scp 12-16)

Salary

£16,123 - £17,419 (Pro-rata)

Working hours

Monday – Friday - 8.30am – 12.30pm with the possibility of an additional 1 hour per day as a Middy Supervisor. This is a fixed term contract for one year.

Closing Date

Wednesday 26th September 2018

Job Description

The Governors are seeking to employ a highly motivated individual who have a working knowledge of administrative procedures with excellent IT skills. Experience within an educational environment are desirable but not essential.

Your primary role will be to provide front line support, deal with general administrative duties and look after our busy reception area. It is essential that you have good communication skills and are able to deal with parents, children, staff and visitors in a pleasant and courteous manner.

This post will be offered on a permanent basis

The successful candidate will be reliable and flexible and be required to work from Monday to Friday term time + 2 weeks.

The school is committed to safeguarding the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be subject to an enhanced DBS check.

Contact

Application forms and further details for this post are available by visiting 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.