

## **School Administrator @ Brompton and Sawdon Primary School**

**30 hours per week (8:30-3:30pm)**

Details:

- Paid at band 'CD' initially (scp 3-6) with scope to progress  
[band C, point 3 is £11.79 per hour, band D point 5 is £12.18 per hour]
- 2.5 hours per week paid as MSA to cover a lunchtime duty in addition to this
- further hours possibly available for Before-school and after-school clubs

**Established post subject to a 6 month probationary period.**

**Commencing: ASAP**

**Headteacher: Mr Gareth Robinson**

Are you organised, outgoing, flexible and a great communicator? Could you be the heartbeat of our school? If the answer is yes then this could be the job for you!

Brompton and Sawdon Primary School is a happy, thriving village school. The staff team is dedicated to achieving the very best for all children and are supportive of each other in their work.

We are seeking to appoint an enthusiastic, highly motivated and caring School Administrator to join our hard-working, friendly team. It's a busy, exciting and sometimes challenging role where, as a vital member of the team, you can make a real difference to school improvement and the experiences of the children.

The successful candidate will work closely with the Head teacher and class teachers and demonstrate a flexible can-do approach, helping to make school life brilliant for everybody - with the flexibility and drive to further shape the business of the school. The ability to develop a brilliant rapport with children, parents and the wider community is essential; the successful candidate should have excellent communication skills, a sense of humour and a calm and understanding manner. Our school has a friendly, happy and caring atmosphere where everybody is encouraged to help each other to be the best that they can be. We hope that the successful candidate will be able to shadow our current administrator for a few weeks in December as part of the handover.

### **You should:**

- work fantastically as part of a team
- have excellent communication and organisational skills
- be flexible
- be determined and resilient
- have a cheerful disposition and a sense of humour
- be able to influence, question and challenge
- share our vision and ethos for the highest standards in all aspects of school life
- be able to maintain professional, inspiring and caring relationships with the children

### **We can offer you:**

- The opportunity to be part of a small but hard-working and passionate staff team.
- A friendly and welcoming small school community.
- Truly fantastic children with a thirst for learning.
- The strongest relationships with parents and carers.
- Ongoing training
- The opportunity to shape school business
- The opportunity to help to shape the future of the school and make a real difference to the learning of the children.

We highly recommend that candidates visit our school website to get a flavour of our school, or come to visit and see our fantastic children and classrooms for yourself. It would be great to meet you! Phone conversations would also be welcome. Please email the school or phone Mrs Hargreaves (Office Administrator) on 01723 859359 to arrange a visit. This post is subject to enhanced DBS, suitable references and medical clearance.

**Email: [admin@bromptonsawdon.n-yorks.sch.uk](mailto:admin@bromptonsawdon.n-yorks.sch.uk)**

**Closing date: 5/11/23 midnight**

**Shortlisting: 6/11/23**

**Interviews: wb: 13/11/23**