

School Administrative Assistant
Grade 4 Level 1-4 (£17,693 to £19,095 reduced pro rata)
Fulltime (37 hours) Permanent contract, Term Time Only

Closing date: Monday 2nd July at 12 midnight

Interview date: Tuesday 10th July 2018

Naburn CE Primary School (part of the Fulford Cluster and to join the developing South York MAT) is seeking to recruit an enthusiastic and self-motivated full time Administrative Assistant for the school office. This is an exciting and challenging position to start as soon as possible.

The Administrative Assistant will work closely with the Headteacher and the School Business Manager.

They will be expected to manage the effective provision of administrative and other support for the school. This is a busy and varied position with multiple aspects to the role.

The ideal candidate would:-

- * be highly experienced in an administrative role, preferably within an education setting.
- * have excellent communication skills
- * have high standards of ICT, English and Maths skills
- * have a good understanding of the requirements of health and safety management in schools
- * have a flexible approach to working
- * understand the importance of confidentiality and safeguarding in schools
- * support the ethos and values of this Church of England Primary School

Informal visits to the school are encouraged and warmly welcomed.

The following dates are available:-

- Tuesday 19th June – morning and 15:30hrs to 17:30hrs
- Tuesday 26th June – 13:00hrs to 14:30hrs and 15:30hrs to 17:30hrs

Please contact the school to arrange a visit.

Please submit completed application form by post or electronically to:

Naburn CE Primary School

Naburn

York

YO19 4PP

01904 551075

www.naburnschool.com

Email address: naburn.primary@york.gov.uk

Where possible please include all information on the application form and avoid sending additional documents.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We require the successful applicant to undertake an enhanced Criminal Record check via the Disclosure and Barring Service.

This post is subject to the Childcare (Disqualification) Regulations 2009 and as such shortlisted candidates will be asked to complete a Disqualification Declaration. Any information supplied will be discussed at interview