



# FOREST MOOR SCHOOL

SEMH Specialists

## School Admin Assistant



**ADMIN ASSISTANT:  
GRADE CD, SCP 3-6  
£19,710-£20,712**

Do you want to make a difference to some of the most vulnerable students in North Yorkshire?

Would you like to work with like-minded colleagues with students needs & wellbeing at the centre?

Do you want to work in an area of outstanding natural beauty?

- Grade CD SCP 3-6
- £19,710 - £20,712 actual salary
- FTE £22,737 - £23,893



### SKILLS

- Attention to detail, neatness and accuracy
- Organisational skills
- Good interpersonal and communication skills
- Computer literate



### WORKING HOURS

- Term time only
- Monday - Thursday 08:00- 16:00
- Friday 08:00- 15:30



### CONTACT US

Email, tweet or call and a member of the team will call you back for more information or to arrange a visit.



01423 779 232



[recruitment@forestmoor.org.uk](mailto:recruitment@forestmoor.org.uk)



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@ForestMoor



### TRAVEL TIME

Harrogate - 20 mins (9 miles)  
Otley - 20 mins (10 miles)  
North Leeds - 30 mins (16 miles)  
Ilkley - 24 mins (11 miles)  
Skipton - 22 mins (14 miles)  
Ripon - 30 mins (15 miles)  
Wetherby - 35 mins (20 miles)