



## SCHOOL OFFICE ADMINISTRATOR

### **JOB SUMMARY**

**Contract Type:** Permanent

**Working Pattern:** Part time 35 hours per week

**Working hours:** Monday to Friday 8.30am – 4.00pm

**Salary:** Grade 3 SCP 4 - 6

**Job Category:** Schools - Support

**Employment Location:** Gainford CE Primary School/Ingleton CE Primary School

**Number of posts:** 1

**Closing date:** Thursday 11<sup>th</sup> July 2024

### **FURTHER INFORMATION**

Our school is due to join Durham & Newcastle Diocesan Learning Trust on 1 September subject to final Department of Education sign off.

We are looking to appoint a School Office Administrator from September 2024, to support our hardworking teams at Gainford CE Primary School and Ingleton CE Primary School. Although the role will be primarily based at Gainford CE Primary, there may be occasions where you will be asked to work at our neighbouring Trust school Ingleton CE Primary School.

To be successful in the role you will make a major contribution to the effective administration of the school and its day-to-day efficiency by providing administrative services in the school office. You will provide support to the School Business Manager, Headteacher, teaching and support staff, the children and their parents/carers.

We are looking for an outstanding and enthusiastic individual who will role model our core values. You will have previous experience in administrative positions and the passion and commitment to help us provide the very best opportunities for all our children.

We can offer training and development, a supportive staff environment, and opportunities to share and learn best practice across the trust.

The closing date for applications is Thursday 11<sup>th</sup> July 2024 at midnight.

It is anticipated that short listing will take place on Friday 12th July and interviews will be held on Tuesday 16th July.