

## Staveley C.E. Primary School

Brow Lane, Staveley, Kendal, Cumbria LA8 9PH.

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Headteacher: Mr M Foxwell



*"Committed to developing every child's full potential"*

5<sup>th</sup> May 2017

Dear Applicant

Thank you for asking for details about the School Administrator post that is available at our school.

Firstly let me give you a little information about the school. We have 118 children on roll. Staveley School is a happy and successful school, one where staff are excited to work with children who want to learn and we are determined this will continue.

We are looking to appoint a motivated, enthusiastic, welcoming School Administrator Assistant from September 2017 or soon after to join the team of dedicated and hardworking staff.

Experience of a school setting is preferred, but full training will be given.

The successful candidate will have excellent administrative and interpersonal skills and be able to provide a warm welcome to visitors and parents while working efficiently and effectively within the school office environment.

The post involves regular handling of cash, procurement and daily routine administration duties.

As the applicant will provide support to the Senior Leadership Team, a high degree of confidentiality is essential.

Incorporated within the 11hr post is the clerk to the Governing Body. The successful applicant will need to provide the Governing Body with procedural advice in carrying out its statutory obligations and administrative support in fulfilling its strategic functions.

There are 16 governing body meetings per year, held Monday evenings during the school term from 6.30pm.

Proven clerking experience in the education sector will be a distinct advantage in this role, as you will be supporting the Headteacher and Chair of Governors to ensure the smooth running of the Governing Body.

The closing date for applications is 12pm on 26th May 2017. If you have not heard from us by the evening of 26<sup>th</sup> May 2017, please assume that your application on this occasion has not been successful. Interviews will be on Friday 16<sup>th</sup> June 2017.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. An enhanced DBS disclosure is required for this role.

The following documents are on our school website:

- Job description
- Personnel specification
- Application form

If you are seriously considering this post, please get in touch to arrange a visit to the school. I would be delighted to show you around our school.

Thank you for your interest in our school, I look forward to hearing from you.

Yours sincerely

Matt Foxwell  
Headteacher