

**Job title:** SCHOOL ADMINISTRATION ASSISTANT

**School name:** Staveley C of E Primary School

**Address:** Brow Lane, Staveley, Kendal, Cumbria, LA89PH

**Telephone no:** 01539821218

**Salary: BS3 £16,303 (Includes Living Wage) PRO RATA, PER ANNUM (11 hours per week).**

Term Time Only (39 weeks)

The Governing Body wish to appoint a professional and dedicated School Administration Assistant.

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.

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.

Staveley C of E School is committed to safeguarding and promoting the welfare of all children in its care and expects all staff to share this commitment. Therefore this position is subject to an enhanced DBS check.

Further details of the post and application forms can be downloaded from the school website: [www.staveley.cumbria.sch.uk](http://www.staveley.cumbria.sch.uk)

Closing Date: 26.5.17 (noon).

Interviews: 16.6.17

**Disability Symbol User:** YES

**Cumbria County Council Equal Opps Policy:** YES

**Catholic School: North West Catholic Diocese Equal Opps Policy:** NO

**Closing Date:** 26.5.17

**Description:** Non-Teaching Primary

**Date Advertised on Website:**