

**Job Title**

School Administrator

**Organisation**

Elevate Multi Academy Trust

**Directorate**

Children and Young People's Service

**Location**

Sowerby Primary Academy, Sowerby, Thirsk, North Yorkshire, YO7 1RX

**Grade/Band**

Band 5 (scp 12-16)

**Salary**

£16,123 - £17,419 (Pro-rata)

**Working option**

We are looking for 1 full time, term time only + 2 weeks.

**Closing Date**

24<sup>th</sup> September 2018

**Interview Details**

26<sup>th</sup> September 2018

**Job Description**

The Governors are seeking to employ a highly motivated individuals who have a working knowledge of administrative procedures with excellent IT skills. Experience within an educational environment and SAGE education are desirable but not essential.

Your primary role will be to provide front line support, deal with general administrative duties and look after our busy reception area. It is essential that you have good communication skills and are able to deal with parents, children, staff and visitors in a pleasant and courteous manner.

This post will be offered on a permanent basis

The successful candidate will be reliable and flexible and be required to work from Monday to Friday term time + 2 weeks. Exact hours to be confirmed.

The school is committed to safeguarding the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be subject to an enhanced DBS check.

**Contact**

Application forms and further details for this post are available by emailing Mrs A Lazzari at [a.lazzari@elevatemat.org](mailto:a.lazzari@elevatemat.org). If you have any queries please contact the school on 01845 523037