**About the job**

Bolton-on-Swale St Mary’s Church of England Aided Primary School

Scorton, Richmond, DL10 6AQ

School Tel: 01748 818401

Email: headteacher@bolton-on-swale.n-yorks.sch.uk

Head Teacher: Mrs Nicola Dobson

**Job Title: School Administrator**

Salary: £22,737-£23,893 pro rata term time only (23-24 pay rates, pay award pending)

Hours: 32.5 Term Time only (8.30am-3.30pm)

Permanent. Start date: Summer Term 2024; 8.4.24 (open to negotiation)

The governors of Bolton-on-Swale St Mary’s Church of England Aided Primary School wish to appoint an experienced and highly motivated administrator with excellent interpersonal skills to join our friendly team. This position is ideal for those who are able to work both independently and as part of a team.

Bolton-on-Swale St Mary’s is a thriving and popular Church of England village school with a strong Christian ethos. We work collaboratively with the Swaledale Alliance of schools and the Diocese of Leeds and maintain close relationships with parents, the local parish and community. There are good opportunities for collaboration and professional development.

Bolton-on-Swale St Mary’s has a caring and happy working environment and the successful candidate will be a key member of our close knit, professional team.

This is an exciting opportunity for an excellent practitioner to join a school community where our mission statement is: ‘To love, live and learn together’ underpinned by our Christian values and aspiration for all to experience, 'life in all its fullness'.

The school achieves high academic standards; has a broad and rich curriculum and a wealth of extra-curricular opportunities. The school had an excellent SIAMS Church School Inspection in November 2023 and a Good Ofsted Inspection under the new framework in November 2019.

We are seeking to appoint an excellent administrator with:

• An existing understanding of administration and office systems

• Ability to work both independently and collaboratively and be an excellent team player

• Good organisational skills, attention to detail and ability to prioritise

• Good IT skills; literacy and numeracy skills

• Willingness to uphold and promote the Christian vision and ethos of the school

• Capacity to support the achievement of all through equal access and opportunities

• Excellent interpersonal skills and qualities when communicating with children, staff and parents in both spoken and written form

• Ability to be flexible, positive and have a sense of humour

• An understanding of the need for confidentiality

• Commitment to safeguarding and the welfare of children

We can offer you:

• The opportunity to make a real difference to the lives of the children and families in our school community

• Wonderful children who are keen to give of their very best, displaying excellent behaviour and great motivation and who are encouraged by their supportive parents

• A highly supportive, dedicated and enthusiastic staff team committed to our school and our children

• Access to high quality professional development opportunities

• A welcoming, friendly and vibrant school community

• Strong links with the local church, village and military community

Bolton-on-Swale St Mary’s Church of England Primary School is situated on the edge of the village of Scorton, 5 miles from the market town of Richmond in North Yorkshire and 12 miles from Darlington. It is close to the A1 and within easy reach of the Yorkshire Dales.

The school is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share this commitment.

An Enhanced DBS check is required for this post.

For any questions, a conversation or a tour of school before submitting an application please contact the Head Teacher, Mrs Nicola Dobson by email:

headteacher@bolton-on-swale.n-yorks.sch.uk

Please send completed application form to Mrs Nicola Dobson, Headteacher:

Email: headteacher@bolton-on-swale.n-yorks.sch.uk

Closing date: 12 noon Tuesday 19th March 2024

Shortlisted candidates will be notified by end of Tuesday 19th March

Interview date: To be confirmed

Start date: To be agreed

See attached:

Application form

Person Specification

Job Description

Letter to Candidates