8.3.24

Dear Applicant,

We are looking to appoint an experienced and highly motivated administrator with excellent interpersonal skills to join our friendly team. This is a permanent post of 32. 5 hours per week, term time only. The School Administrator plays a crucial role in providing efficient and effective administrative support to our school community. The post lends itself to someone who is able to work both independently as well as collaboratively as part of a team. You will be very well organised, computer literate and able to prioritise your work within a busy primary school setting.

This post provides an exciting opportunity to join our able team at Bolton-on-Swale St Mary’s where we are committed to fulfilling our mission statement: ‘To love, live and learn together’. You will be supportive of the distinctive Christian vision of our school.

If you are enthusiastic, dedicated and keen to work with our wonderful staff, children, supportive families and fantastic team, then we would love to hear from you. If you would like to find out more or have any questions please contact me by email: [headteacher@bolton-on-swale.n-yorks.sch.uk](mailto:headteacher@bolton-on-swale.n-yorks.sch.uk) or phone on the number above. Visits to the school prior to application are welcome.

This is a wonderful opportunity to join our school, of which we are all extremely proud. You will work within an experienced and supportive team, helping to support our staff, children and families to deliver the very best education for our children. Our school has a beautiful setting and is surrounded by beautiful countryside.

You can find our application form and further information online on the North Yorkshire jobs website: <https://www.northyorks.gov.uk/jobs-and-careers>

Please complete and email to [headteacher@bolton-on-swale.n-yorks.sch.uk](mailto:admin@bolton-on-swale.n-yorks.sch.uk) In your covering email it would be appreciated if you could briefly state why you wish to join the team at Bolton-on-Swale St Mary’s.

This post is subject to an enhanced DBS check. The closing date for applications is **Tuesday 19th March by 12 noon.** Shortlisted candidates will be notified by the end of **Tuesday 19th March** and invited for interview by arrangement.

With my very best wishes,

