**School Administrator – Sinnington Community Primary School, North Yorkshire**

**Job Details**

Employer **The Ryedale Federation**

Location **Sinnington CP School, Sinnington,** **North Yorkshire**

Salary  **Band 4 (£11,526 - £12,363)**

Contract Type**Permanent, Term Time Only + Training Days, 32.5 hours per week (8.30am – 3.30pm)**

Posted**Wednesday 6th December 2017**

Closing date       **Tuesday 19th December 2017 @ 12.30pm**

Interviews**Thursday 21st December November 2017**

Job starts **January 2018**

School Administratorrequired for the Ryedale Federation based at Sinnington Community Primary School, Sinnington.

Sinnington CP School is a small village school with a great deal of potential and we are seeking to appoint a positive, motivated and reliable School Administrator to our team. Our school has fantastic children, dedicated staff and is very well supported by parents/carers making it a great school in which to work and learn.

We are seeking someone who:

* Is friendly, positive, flexible and a good communicator;
* Can work independently but be part of a great team;
* Has excellent organisational skills;

We can offer you:

* The opportunity to work as part of an effective and supportive team;
* The opportunity to interact with fantastic young learners;
* A positive and supportive learning environment.

Other Information:

**Please refer to the attached job description and person specification.**

We welcome visits from prospective candidates to experience first-hand all that the role within the Ryedale Federation has to offer on Friday 15th December from 1.40am to 2.40pm. Please contact Stephanie French, PA to the Executive Headteacher via telephone on 01439 771665 or via email: sfrench@ryedale.n-yorks.sch.uk to request a visit. Alternatively, please visit [www.sinningtonprimaryschool.co.uk](http://www.sinningtonprimaryschool.co.uk) , our federation website: <http://www.theryedalefederation.org.uk> for further information about the Ryedale Federation Schools.

**About the employer**

Organisation type: The Ryedale Federation Phase: Primary and Secondary Funding Status: State

Denomination         Non-denominational Age range: 3 – 16 years Gender: Mixed

The Ryedale Federation is committed to safeguarding and promoting the welfare of all of our pupils and expects all staff to share this commitment. We welcome applicants from all sections of the community.

CVs will not be accepted for any post based in the federation.

This role will require an enhanced DBS check and references will be needed to be taken up prior to interview. Interviews are planned for Thursday 21st December 2017. If you have not heard from us by then, you should assume your application has been unsuccessful on this occasion. Thank you for your interest in the Ryedale Federation.