



## **NORTHERN STAR ACADEMIES TRUST HARROGATE HIGH SCHOOL**

**AINSTY ROAD, HARROGATE, HG1 4AP**

**Tel: 01423 548800**

**Academy Head: Charlotte Clarke**

**Website: [www.harrogatehighschool.co.uk](http://www.harrogatehighschool.co.uk)**

### **ADMINISTRATIVE SUPPORT OFFICER**

*35 hours per week (08:30am – 3:30pm), Term Time Only (plus 5 training days)*

*Grade C (SCP 2 –4) £17,711 - £18,426 (pro-rata £14,298 - £14,876)*

Harrogate High School is a vibrant secondary academy. We are partners in the Northern Star Academies Trust with Skipton Girls' High School, New Park Primary Academy, Hookstone Chase Primary School, Holycroft Primary School and Eastwood Community Primary school.

We are looking for an enthusiastic energetic person to fill a new role providing support to the whole school. You will work alongside members of our staff team to supervise students during the morning and midday breaks, ensuring a caring and safe environment. You will also provide support to the general office in setting up for events, assisting with displays, providing refreshments, covering reception and administrative tasks.

You will need to be experienced in using Microsoft Suite (Word, Excel etc), as well as using in-house database systems. The role will involve supporting the work of colleagues within the Attendance Team and Achievement Team.

The successful candidate will have an awareness of health and hygiene issues, have experience appropriate to working with children and be able to demonstrate interpersonal skills, have an ability to work successfully in a team, show initiative and be of a cheerful disposition with a positive attitude.

We offer a high quality induction programme for all new staff and provide regular, continuous professional development of the highest standard.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. This post is subject to an enhanced DBS clearance.

**Further details and an application form are available from the school website or by email request to [mbraden@harrogatehighschool.co.uk](mailto:mbraden@harrogatehighschool.co.uk)**

**Closing Date: 9am on 19 August 2019**

**Interviews: w/c 26 August 2019**

*We welcome applications from all sections of the community*

***'Learning First'***