



# Malton School

A Specialist Science School

SUPPORT INSPIRE THRIVE

## IT ADMINISTRATOR

This is an established post to start as soon as possible.

37 hours per week (Term Time – 39 Weeks)

Grade CD, Scale Point 3-6

£20,812 - £21,968 per annum (FTE)

**Actual Salary:** £18,042 - £19,044 per annum

We are seeking a well organised and computer confident administrator to join our IT department. The IT support function at Malton School is some of the best in the education sector. After launching the iPad scheme, almost 10 years ago, we have an excellent reputation for our IT support. The department is responsible for the security, privacy and safeguarding of all students, staff and the school as a whole and keeps up-to-date with the latest cyber security training. Now more than ever is a very exciting time to work in such a progressive and positive department.

The successful candidate will have:

- The ability to effectively communicate with staff, students and parents
- Good numeracy/literacy/computer skills
- Excellent time planning
- Willingness to be flexible and work to meet the best interests of the team/school

Here at Malton School, we can offer:

- The opportunity to work as part of a vibrant, supportive community which engenders a real sense of belonging
- A coaching culture which is a key focus for bespoke staff development
- Involvement in the Red Kite Teaching School Alliance which enables us to work collaboratively, sharing best practice

Malton School is a high achieving and over-subscribed 11 to 18 school situated between York and the North York Moors National Park. This is an exciting time as the school is growing and moving from strength to strength

Further information can be found at [www.maltonschool.org](http://www.maltonschool.org)  
or by contacting Claire Hardware at [cmh@maltonschool.org](mailto:cmh@maltonschool.org)

Closing date: **9am** Monday 16<sup>th</sup> October 2023

Interviews: Friday 20<sup>th</sup> October 2023

*Malton School is committed to safeguarding and promoting the welfare of its students and expects all staff to adhere to safe working practices.*

1031 on roll (225 in Sixth Form)

[www.maltonschool.org](http://www.maltonschool.org)

Headteacher: Mr R Williams