



**Job title: School Administrator**

**Contract: Permanent**

**Hours/working pattern: Full time 37hrs per week- TTO hours and/or a job share will be considered.**

**Location: Scalby School**

**Salary: Grade C (SCP 2-4) £19,099 pro rata, per annum (This is a starting salary. The salary is subject to cost of living review)**

**Location: Scalby School**

### **Scalby Secondary School Scarborough**

Scalby School is a successful and popular 11-16 community school based in picturesque seaside town of Scarborough on the North Yorkshire Coast. We currently have approximately 1000 students on roll. In recent years we have become the school of choice in our local community. Our P8 score in 2019 placed us in the top 20% of schools nationally again.

Our students are diverse, exciting and talented – and the same is true of our staff. We put huge emphasis on professional development, most of it in-house, and are proud of the highly effective teaching, which characterises our school. We are also noted for our 'can do' attitude. We are keen, always, to encourage new and/or young staff to make their mark as soon as they are ready.

A 'Good' school in every area as judged by Ofsted in 2012 and in 2019. We are constantly looking at ways to improve our learning offer, and are very ambitious improving the school further. Our aim is to provide a 'Great' education for the young people of our beautiful coastal community

### **The Opportunity**

We are looking to appoint the post of School Administrator to the school. You will provide a professional administrative service to the school in a busy reception area.

You will need to provide an efficient, administrative support system to the school, through undertaking administrative and organisational processes within the school.

The role is varied and fast paced and will involve not only working on our busy reception, but also dealing with a variety of administrative activities. The ability to prioritise effectively is a must, as are strong interpersonal and written communication skills.

Some of the typical work activities are as follows:

- Providing an efficient administrative service supporting the smooth running of the school;
- Assisting with reception and provide hospitality when required for visitors or meetings
- Assisting with any general enquiries received from parents or visitors by phone, email or in person;



- Dealing with a wide range of administrative services and contacting parents as/when needed.

This is an excellent opportunity for someone to become an integral part of our school, offering an excellent service within Scalby School and to all our visitors.

Naturally being part of a very busy school office you will find no day is exactly the same!

This is a fantastic opportunity for an astute and highly motivated colleague to join our school administration team. The post will appeal to prospective colleagues looking for further development in a school support role, or of someone who is interested in working within education.

We welcome interest from colleagues looking to develop further across all sectors (not just education).

### **Our Trust**

Coast and Vale Learning Trust is a growing family of schools located on the beautiful Yorkshire Coast. The Trust was founded by Scalby Secondary School but has grown over the last few years to include Newby and Scalby Primary School, Friarage Primary School and Scarborough University Technical College (SUTC) in Scarborough and Lady Lumley's Secondary School in Pickering. Our ambition is to continue to welcome new schools into our Trust where we can add capacity, resources, improvement and make sure all our young people have access to the very best education.

The aim of the trust is to serve all the education community along the North Yorkshire Coast and down the Vale of Pickering. We are committed to supporting all schools in becoming great schools, whether they are part of Coast and Vale Learning Trust or not. The learners of our community deserve the best education regardless of their background or location.

Choosing where to work and who to work for is one of the vitally important decisions in life. In choosing to work for Coast and Vale Learning Trust you would be joining a team of colleagues dedicated to transforming the lives of 3000 children and young people.

We have a simple vision in wanting our schools to be places 'where children and staff thrive'. Coast and Vale Learning Trust will work tirelessly to make this a reality.

As well as being committed to your ongoing development and training we also offer a range of employee benefits including a competitive salary, access to a government pension scheme, an employee assistance programme as well as a variety of retail discounts.

### **Application Process**



Please complete the Trust's application form which can be downloaded from NYCC Jobs and email your completed form to **Helen Poole the Trust's Recruitment Partner** [helen.poole@northyorks.gov.uk](mailto:helen.poole@northyorks.gov.uk) Tel: 07890055186

Please contact us if you need an application form in a different format.

We do not accept CVs.

Closing date for receipt of applications: **Monday 27<sup>th</sup> June 2022 at 9am**

Interviews will take as soon as possible following the closing date.

We reserve the right to close this vacancy should we receive an overwhelming response.

We are committed to **safeguarding** and protecting the children and young people we work with and expect all our staff and volunteers to share this commitment. As such, all posts are subject to safer recruitment process, including an enhanced DBS check. We have a range of policies in place which promote safeguarding and safer working practice across our Schools.

We are an **equal opportunities** employer and welcome applications from all sections of the community regardless of age, gender, race, ethnicity, disability, sexual orientation, social background, religion or belief. We want to recruit the right people for the Trust, from the widest possible backgrounds, to make the most of each individual's different knowledge and experience.

Your **privacy** is important to us. By submitting your personal data or information to us, you agree this will be handled in accordance with the Trust's "Privacy Notice Recruitment" which can be found on our website.