



Administrator, Filey School

Contract: Established

Hours/working pattern: 37 hours/week TTO + training days + 2 weeks (41 weeks)

Salary: Grade C (SCP 2-4) £18,516 to £19,264 (actual £16,584 to £17,254), inflationary pay award pending

Start Date: September 2022 or as soon as possible

Our Opportunity

We are looking to appoint an Administrator due to the promotion, within The Trust, of our current Administrator. The applicant will join an innovative, forward-thinking and committed school team. The position would suit someone who is enthusiastic, adaptable and willing to lead by example. Previous experience of being an administrator within a school setting is desirable but not essential. Office experience in another sector environment is also desirable.

You will:

- Need to have a flexible approach
- Adapt and prioritise your daily workload
- Deputise for staff within the team
- Turn your hand to anything
- Have an understanding of working with 4 to 11 year olds
- Have empathy and understanding
- Have an excellent work ethic
- Lead by example
- Be prepared to do most things to support the school

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 the Scarborough University Technical College (SUTC) in Scarborough and Lady Lumley's Secondary School in Pickering. Filey School has only recently joined the Trust 1 June 2022. 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.

Working for Us

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 a one-to-two-page letter, indicating your interest in the role, your previous relevant experience and why we should consider you for the post. Email your completed letter to **Michaela Dennis, Chief Operating Officer**, coo@coastandvale.academy Tel: 01723 383946

We do not accept CVs.

Closing date for receipt of applications: **Tuesday 9th August 2022 at 9am**

Interviews to be held on **Thursday 11th August**

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.