



Ribblesdale Federation of Schools

Giggleswick Primary School, Hellifield Primary School, Long Preston Endowed VA Primary School

Administrator – Fixed Term One Year Contract

Start Date: As Soon As Possible

Base: Hellifield Primary School

Hours: 30 hrs per week (Monday – Friday, term time only)

Pay Scale: Grade C/D (Scp 3- 6) - £23,144.00 Per Annum Pro Rata

We are looking to recruit a friendly, welcoming, professional to work within the busy environment of the school office. You will have excellent inter-personal skills, a high level of oral and written communication skills and a flexible approach in order to provide an exceptional quality of service in our busy school office and be the friendly face that first greets visitors to the school and Federation. The successful candidate will be expected to deal effectively with a wide range of enquiries from visitors, parents, pupils, staff etc. Competence and confidence across a range of ICT systems, including the Microsoft suite of programs, is a key requirement. Knowledge and experience of general office systems, word processing and maintenance of database records is essential and knowledge and experience of working in a school office and knowledge of school management systems is preferred.

Our Federation is looking for someone who:

- Is enthusiastic, hardworking and enjoys working as part of a team
- Has a polite and friendly personality
- Aims for excellence at all times
- Has a passion to make a difference to the lives of our children
- Can prioritise and use initiative
- Has excellent communication and organisational skills
- Has knowledge of maintaining a website
- Is able to work efficiently during demanding circumstances
- Want to share our federation vision and values for the highest standards in all aspects of school life

Our Federation will:

- Have happy and friendly children who are proud of their school;
- Offer a friendly, welcoming and supportive place to work
- Provide opportunities for continued professional development

Applicants are very welcome to visit the schools; please phone the school or email to make an appointment.

For more information about this post please contact Mrs Catherine Maddocks, Executive Headteacher via e-mail to smiddleton@ribblesdalefed.n-yorks.sch.uk

If you think you have what it takes to make a difference and be a part of our team, please go to our federation website, www.ribblesdalefed.n-yorks.sch.uk, for the job description, person specification and application form. Completed application forms should be returned to Mrs Maddocks at smiddleton@ribblesdalefed.n-yorks.sch.uk

Closing date: Friday 11th October 2024 – 12 noon

Interviews: Week beginning 4th November 2024

The Ribblesdale Federation is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The post is subject to a successful DBS check and pre-employment checks will be undertaken before an appointment is confirmed.