



## Further Information about the School Administrator Post

### The Position

#### 25 hours p/w permanent

- The position has become available due to the previous holder moving on to alternative employment
- The position incorporates the role of Clerk to the Governing Body for which an approximate two hours per week is allocated.
- There are up to 8 governor meetings per year which usually take place out of school hours which the administrator would be expected to attend as Clerk to the Governors.
- Working hours are likely to be 8.30am – 2.00pm with a 30 minute break
- It is hoped that the start date will be Monday 22<sup>nd</sup> February, or this may be earlier if possible
- There is a spacious school office at the front of the school which is shared with the Headteacher
- The school is a 'Cheque book' school, uses Scholarpack, SchoolMoney and Capita Ask HR
- The closing date for applications is Wednesday 19<sup>th</sup> January with interviews expected to be towards the end of the following week (27<sup>th</sup>/28<sup>th</sup> January)
- For further information or a discussion about the role, do not hesitate to get in touch with Gareth Jones [head@cummersdale.cumbria.sch.uk](mailto:head@cummersdale.cumbria.sch.uk) or 01228 592087

### The School

- Cummersdale School was originally started to educate the children of Stead McAlpin Print Works. It moved to its current building in High Cummersdale in 1884.
- The school occupies a pleasant site in the centre of the village with a large school field backing on to Pirelli's and overlooking the River Caldw at Cummersdale Holmes
- Being at the centre of the village, the school is the centre of the community and has a traditional village school ethos.
- As well as Cummersdale village, pupils mostly come from the new Cloverfield and Amberwood Developments as well as Long Sowerby, Morton, Brackenleigh and Dalston
- The school has 105 pupils, divided into four classes and there are waiting lists in most year groups
- There are 16 staff members
- The school has worked hard to promote good manners and good behaviour; something that is regularly commented on by visitors
- The school has a fine tradition of sport competing well in local and regional events
- Children arrive at the school from a wide variety of nurseries
- Children generally leave to go to Caldw School, but pupils also go to Trinity, Morton and NTS, Wigton.