

School Administrator

Cummersdale School

Cummersdale, Carlisle, CA2 6BD.

(01228) 592087

NoR – 103

BS6, Scale 7: £20,092 pro rata, (£10.41p/h) term time only

Permanent Part Time, 25 hours per week

The role will include Clerk to the Governor duties

Required 21st February 2022 or sooner if possible

The Governors of Cummersdale School are looking to appoint an administrator to join our staff at this happy, vibrant, village school. The position is 25 hours per week, term time only. Hours of work are expected to be Monday to Friday 8.30am – 2.00pm.

This is a key role where excellent communication and organisational skills are essential. The successful applicant will provide clerical, secretarial and administrative support to the Headteacher and must be able to work under their own initiative.

Experience is required of managing financial aspects of an organisation, ideally a school. It will be advantageous, although not essential, for the candidate to have some experience with Scholar Pack. Candidates must be flexible and be able to work as part of a team.

The position incorporates the Clerk to the Governor role. This will require preparation for meetings, minute taking and liaison with governors. Attendance at up to 8 evening meetings throughout the year will also be required.

Essential qualifications are GCSE Maths and English A-C grade or equivalent, NVQ3 or an equivalent qualification/experience.

The school is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share this commitment. An Enhanced DBS check is required for this post, as are excellent professional references.

An application form and further details are available on the school website (www.cummersdale@cumbria.sch.uk) An application form can also be downloaded from the Cumbria County Council website. If you require any further information about the position, contact Gareth Jones, Headteacher at the school.

Applications should be sent electronically to head@cummersdale.cumbria.sch.uk

The closing date for applications is Wednesday 19th January 2022
Interviews are likely to be held w/b 24th January 2022