**Teaching School Alliance and English Hub Administrator (Fixed term initially)**

**30 hours per week, term time only**

**Grade E Scp 6-8 £19,171 - £19,945 pro rata**

**Actual Salary £12,968.28 - £13,491.86**

**‘Come and be part of an outstanding teaching alliance and a national English hub’**

Our Teaching School Alliance has grown from 8 schools in 2014 to over 40 partner schools today and we are proud to be part of the developments in teaching and education across North Yorkshire.

We work closely with our local trust in Whitby (Yorkshire Endeavour Academy Trust)who are now one of only 32 schools nationally to be a designated ‘English Hub’ which delivers excellence in early language and phonics teaching in reception and KS1.

**Our opportunity**

As a result of this growth we are looking to appoint into our brand new role which is a key support role within the Alliance. As our new Teaching School Alliance and English Hub Administrator you will provide exceptional administrative support to the Alliance Manager and English Hub Lead and play a lead role in communicating with our partner schools, organising events, and social media campaigns!

This role would suit someone who is not afraid of a challenge, can work within a small team of colleagues and who is passionate about education and the North Yorkshire coast.

As the role is funded we are only able to offer a one year fixed term role in the first instance. The role will be based at Glaisdale Primary School – although travel will be required across the area.

We are looking for:

* A skilled support professional who is proactive, calm under pressure and has a good knowledge of admin and office systems.
* Someone who has the drive and ambition to support our Alliance to be the very best within the area
* A colleague who has experience of maintaining finance systems and who can communicate with a range of colleagues within education

**We can offer you:**

* Opportunities to further develop your skills as a colleague through being trusted to take the initiative, develop and lead on marketing campaigns and work within a small team – where team work is so important.
* A chance to work in lovely village schools with children who love being here and in their words ‘Glaisdale is a happy school and we learn from each other’.

**Join us and build a wonderful career in an Alliance you are passionate about. Please contact us on the details below.**

We strongly recommend that you visit us so that we can share with you why we are so proud of our school, and you will get a chance to see what we have to offer.

The date of commencement for this post will be as soon as possible. Interviews will be held as soon as possible after the closing date.

**Closing date: 21st March 2019**

We reserve the right to close this vacancy early should we receive an overwhelming response.  All candidates are advised to refer to the job description and person specification before making an application.

**For an informal conversation please contact Sharon Markham (Esk Valley Teaching Alliance Manager) at Sharon Markham** [**smarkham.castleton@yeat.co.uk**](mailto:smarkham.castleton@yeat.co.uk)

**To apply for the role please email:**

[**admin.glaisdale@castleton.co.uk**](mailto:admin.glaisdale@castleton.co.uk) **for the application form, Job Description and Person Specification.**

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment.  A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.