



Administration Clerk

Salary Scale: C

Point: C5

Actual Salary: £15,446.77

Hours: 35 Hours Term Time Only

Closing date: 7th December 2021 - 12:00 Noon

We are looking for a committed and enthusiastic Administration Clerk who can contribute to the successful running of our school.

The successful candidate will

- Show commitment to the overall vision, values and ethos of the school
- Have a high level of competence in administrative tasks along with word processing and data input skills
- Be professional and respect confidentiality whilst dealing with parents, children and staff

We can offer

- A friendly, caring and supportive ethos
- Polite and well motivated pupils
- Dedicated and enthusiastic staff
- Supportive parents
- Induction and ongoing professional development

Visits are encouraged and warmly welcomed. Please contact the school to arrange a convenient time.

Lakes Primary School is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment. This post is subject to an enhanced Disclosure and Barring Service (DBS) disclosure along with other relevant employment checks.

Janet Madden
Head Teacher
Lakes Primary School
West Dyke Road
Redcar
TS10 4JH

01642 485894

office@lakesprimary.co.uk



AMBITION, INCLUSION, INTEGRITY