



**AMBITION, INCLUSION, INTEGRITY**



## Administration Clerk

### GRADE C

**Hours:** 35 hours per week  
8:30am – 4:30pm (1 hour lunch)

TTO 38 weeks per year

**Actual Salary:** £15,446.77

**Permanent**

**Closing Date:** 11/02/22

**Closing Time:** 12:00 noon

**Application forms should be returned to:-**

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

[office@lakesprimary.co.uk](mailto:office@lakesprimary.co.uk)

**Tel: 01642 485894**

*CV's will not be accepted in place of a Galileo Application Form*

Lakes Primary School is looking to appoint 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

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

**Closing date:** 12:00 noon Friday 11<sup>th</sup> February 2022

If you want to work as part of a successful team and provide our pupils and staff with an exceptional standard of service then you may be the person we are looking for. Visits are encouraged and warmly welcomed. Please contact the school to arrange a convenient time.

For more information in relation to this post, please contact our School Business Manager, Miss Smith