



Chaloner Primary School



Wilton Lane, Guisborough TS14 6JA
Telephone: 01287 635728 Email: office@chalonerprimary.org

Headteacher: Mrs M Parker

"We Believe We Can Achieve"

School Administrator

Salary: Grade C + SCP 7-8

(£21,176 pro-rata)

Term time only (+ 5 days)

Start date: January 2024 (or after notice served)

Chaloner is a wonderful place to work with dedicated and friendly staff and enthusiastic children. A strong ethos of care, trust and mutual respect is expected and modelled by all staff and we look forward to welcoming a new addition to our team.

"This is a happy school where pupils thrive. Warm relationships are evident between staff, pupils and the wider community. Welcoming smiles greet visitors to the school." Ofsted 2019

We are seeking to appoint an enthusiastic, creative, adaptable and highly motivated Office Administrator to join our wonderful school. The position involves providing support with the day to day management of the school office and administration duties.

The successful applicant will be someone who:

- Has previous experience in a similar role and the ability to deal discreetly with confidential information.
- Can act as the welcoming first point of contact for visitors to school both in person and by telephone, verifying identity, forging good relationships and dealing with information appropriately.
- Is able to multi-task and work to strict deadlines.
- Has Excellent ICT skills including the adept use of Microsoft applications, SIMS and Parent Mail with the motivation to consistently innovate and improve.
- Is organized and has good time management and planning skills.
- Has excellent interpersonal and communication skills and the ability motivate, persuade and negotiate.

Visits to the school are welcomed, please contact our school office to arrange on TEL: 01287 635728 or email: office@chalonerprimary.org

All completed application forms must be returned to the School at the above address by the closing date. Or emailed to office@chalonerprimary.org

Closing Date: Wednesday 6th December

Interviews: Monday 11th December

The school is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post will be subject to a criminal record check from the Disclosure and Barring Service.

All applications must be on the supplied proforma; we will not accept CVs.



Kindness



Belief



Respect



Honesty



Tolerance



Independence