



Administrator

Egglescliffe School & Sixth Form College

Salary: SCP 4 (£16,994) – actual salary

Term Time Only + 10 days

Hours: 37 Hours pw

Egglescliffe is a highly successful and oversubscribed mixed comprehensive 11 – 18 school. Our visitors comment on the extremely positive learning atmosphere at the school and the focus on every student achieving and exceeding their potential.

We also hold the following national awards:

* Ofsted Outstanding School Status * National Teaching School * Sport England Sportsmark
* Healthy School Award

We have:

- A positive and caring ethos and working atmosphere
- Friendly children, eager to learn and achieve
- A committed, enthusiastic and supportive staff team
- Excellent support from the Governing Body, the staff and parents
- Opportunities for career development

We seek to appoint a School Administrator to work with the team in Student Services to provide administrative support for the school, reporting to the Administration Manager. The position is permanent and is available immediately.

With an NVQ level 2 or equivalent in a relevant discipline and previous clerical/administrative experience, you should have good communication and IT skills. The school's management information system is SIMS and we use ParentMail as our main method of communication with parents/carers.

Your key responsibilities will include:

- Dealing with phone calls and enquiries from students, parents/carers and staff
- Provide administration support for the music department
- Issuing communications via ParentMail
- Administering student locker keys
- Support the production of the parent/carer termly newsletter
- Administering basic First Aid
- Attending Parent/Open Evenings, as required
- Maintain manual and computerised records/management information systems, including archive records.
- Providing general administrative support for the school

For an informal discussion about this post, please contact Kay Goodes, Administration Manager.

Egglescliffe School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful applicants will need to undertake a DBS enhanced clearance.

For further information about the role and to download an application form, please visit www.egglescliffe.org.uk and send your completed application to:

Mrs L Oyston, Head Teacher, Egglescliffe School, Urray Nook Road, Egglescliffe, Stockton on Tees. TS16 0LA or email to: vacancies@egglescliffe.org.uk

Closing date: Tuesday 24th May at 8.30 am

Interviews will be held: w/c 6th June