**Springhead School Applicant Information Pack**

**School Administrator Grade E plus two weeks required as soon as possible**

**This post is Permanent**

***Please download all contents of the Applicant Information Pack.***

**1 Letter from Mrs Sue Rose (Acting Headteacher)**

**2 Job Description**

This job is for 37 hours per week, Monday to Friday. The additional two weeks are worked according to the needs of the school during school holidays.

Since early September 2017 the school has operated on two sites: the main school site is for pupils 2 – 16 and is situated on Barry’s Lane, Scarborough, YO12 4HA. Sixth Form for students aged 16 - 19 is situated on the former Lower Graham School site, Lady Edith’s Drive, Scarborough (adjacent to Yorkshire Coast College). The main school site is the administrative address for the school.

**3 The Person Specification**

**4 Springhead School Safeguarding Statement**

**5 Self-disclosure form**

Under the Exceptions Order to the Rehabilitation of Offenders Act 1974, employers are entitled to ask applicants to disclose any criminal record that they may have when they are applying for jobs involving work with children and young people.

A self-disclosure form is included in our applicant information pack to give candidates the opportunity to raise any confidential information which may be relevant to the job role.

We ask you to provide details of any convictions, cautions or bind-overs that you have, and then to sign the form and submit it in a sealed envelope marked 'Confidential - Disclosure'.

This envelope will not be opened until we have shortlisted our candidates. It also does not replace the need for a full Disclosure and Barring Service (DBS) check.

**Further Information**

Please read the Job Description and Person Specification carefully, and tailor your application to tell us how closely you match these requirements.

Candidates will need to supply details of two referees, one of which must be your current or most recent employer. Friends and family cannot be used as referees. References are taken up prior to short-listing