



NORTHSTEAD COMMUNITY PRIMARY SCHOOL

Maple Drive, Scarborough
North Yorkshire, YO12 6LP
Tel: 01723 362249
admin@northstead.n-yorks.sch.uk
www.northsteadprimary.co.uk

Headteacher: Mr J. D. Lidgley BA (Hons)
Deputy Headteacher: Mrs S. Wilson BSc (Hons)
Deputy Headteacher: Mr S. Hopper BSc (Hons)
Assistant Headteacher: Mrs R. Viney BSc (Hons)

October 2021

Dear Candidate,

Temporary School Administrator - Maternity Cover

**21 hours per week, 8.15am - 4.15pm, Monday, Tuesday and Thursday each week,
term time only, temporary variable contract for maternity cover
Grade C, Point 2 - 4
Hours range 18.9 - 23.1**

Thank you for your enquiry. We are seeking to appoint a committed and conscientious Administrator to provide maternity cover in our school office team.

The post holder will provide key secretarial and admin support within our busy school. We currently have 628 pupils aged 4 - 11, and over 100 staff. Applicants will need to be excellent communicators, well organised, conscientious, and be able to provide good word processing skills and general clerical support. A friendly, welcoming manner as well as accuracy and attention to detail are essential, along with the ability to work as part of a team and also on own initiative.

The post is to commence on December 6th 2021. Please see separate documents for the job description, specification and application form. If you require any further information, please do not hesitate to contact school. This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Enhanced DBS Disclosure is required for appointment to this post.

Please return completed application forms to school (email applications are acceptable), no later than Friday 29th October 2021.

Interviews are scheduled for Monday 8th November 2021.

Yours faithfully,

J. Lidgley

Mr J. Lidgley
Headteacher



