



Hipswell Church of England Primary School

Headteacher: Miss C Ewbank Deputy Headteacher: Mrs. S Regan

Hipswell Village, Catterick Garrison, North Yorkshire, DL9 4BB,

Phone: 01748 832513 Fax: 01748 835415

www.hipswell.n-yorks.sch.uk

Administrative Assistant vacancy

Welcome to Hipswell Church of England Primary School where we 'delight in living, learning and celebrating together.' Our vision is to "Live generously and graciously towards others, the way God lives towards us" (Matthew 5:48). We nurture supportive relationships within our often-changing community. We aspire for our children to be resilient and to flourish - happily, confidently and with enthusiasm.

Administrative Assistant required from September 2022.

Contract: Grade C, point scale 2, 25 hours per week, 8:30am - 1:30pm (PRO RATA £11,205.50)

1 Year Fixed Term (in the first instance), term time only + 2 weeks

Closing date: Friday 1st July 2022

Interview date: Monday 11th July 2022

The Governing Body wish to appoint a friendly, enthusiastic and professional individual to join our supportive and welcoming office team.

We are looking for someone who is:

- Able to communicate effectively with staff, children, parents and visitors
- Flexible, well-organised with the ability to prioritise and use initiative
- Responsible for checking visitors in line with our safeguarding procedures
- Efficient in the use of IT and quick to learn new systems (including an MIS system)
- Able to maintain high levels of confidentiality

The school is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share this commitment. An Enhanced DBS check is required for this post.

You are welcome to visit school or ring us for an informal chat. To organise a visit, or to request an application pack, please contact Barbara Dornan, School Business Manager, on 01748 832513 or by email at bdornan@hipswell.n-yorks.sch.uk

Applications are accepted by post, addressed to the headteacher, or by email.

We look forward to hearing from you.