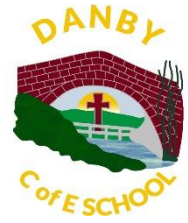




St Hilda's Moorland Federation
Egton CE VA Primary School and Danby CE Primary School



We are seeking to appoint a **Part-time (24 hours) School Administrator Grade C based at Egton CE Primary School**. Extra hours may also be available for the person in this post in the future dependent on need.

The position is to commence April 2023

Our ideal candidate would:

- Be a friendly and efficient person, with excellent communication skills
- Have experience of working in a primary school environment
- Have knowledge of administration and office systems
- Be able to work independently.
- Be fun, enthusiastic, motivated and able to use their own initiative
- Have positive regard to the Christian character and ethos of the school

Trust, Friendship and Respect are the Christian values that underpin our school community. Life at the small schools in our federation is like being part of a caring, happy family, made special by our amazing children, who make all our staff proud to work here.

Our schools are happy and safe Christian communities, which encourages all children to enjoy their learning and achieve highly in all areas. As a school, we strive to provide the best possible learning experience for our children within a highly supportive and caring environment for all. We are a good school, with a strong Christian ethos and a team who are committed to continuous improvement.

We are situated on the outskirts of Whitby, in the villages of Egton and Danby, and our catchment area takes from within the local villages as well as from the Whitby area. Our staff travel not just locally, but from Scarborough and Pickering.

Our village schools have a happy family feel, we have managed to grow and retain our teaching and support staff over the years.

At St Hilda's Moorland Federation, we are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.

Visits by appointment are welcomed. Please contact the school office to arrange this on 01947 895369 or 01287 660345 and receive an application form and further details. Please note CV's will not be accepted without an application form. Closing Date for Applications: 10.02.23