**YEAR TEAM ADMINISTRATOR**

**Fixed term contract until July 2024**

**Start date:** as soon as possible

**Salary:** Grade 4, £23,500 pro rata (approx. £15,047 per annum)

**Working hours:** 27.5 hours per week

9am-3pm, Monday to Friday (includes a 30-minute unpaid lunch break)

Term Time Only plus INSET days (5 days)

**Closing date: Wednesday 6th March 2024**

**Interview date: week commencing 11th March 2024**

**We are looking to appoint a person that will be able to provide strong administrative skills and work as part of a team, as well as on their own.**

**This is a great opportunity for individuals who are enthusiastic, committed and looking to work in a school environment providing support for the year teams.**

 **‘Staff are enthusiastic about working at the school. They are also very positive about leaders’ attention to their well-being. Leaders are considerate of staff workload.’ – *Ofsted report 2022***

**We can offer you:**

* A supportive and strong team, which recognises the importance of staff wellbeing.
* A school that has a special support centre for students with physical and sensory needs.
* A school with good transport links.

**We are looking for:**

* Someone to maintain student attendance data.
* Someone to provide analysis on student attendance data.
* Support to staff, students and parents.
* Someone to administer rewards and sanctions.
* Someone who presents a professional image in terms of dress code and attitude.
* Someone to promote the ethos and good reputation of the school, ensuring effective communication both internally and externally.
* Good communication skills and the ability to provide a safe and productive working environment.
* A flexible and responsive individual.
* Someone with good communication skills.
* A team player who enjoys a challenge.

**Experience in school administration is not essential as we will provide appropriate training for the successful applicant.**

**Please see our website for an application form and further details.**

THE ANGMERING SCHOOL, STATION ROAD, West Sussex, BN16 4HH Tel. 01903 772351 Fax 01903 850752

e-mail recruitment@theangmeringschool.co.uk website [www.angmeringschool.co.uk](http://www.angmeringschool.co.uk)

The Angmering School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. . The post is subject to a Criminal Records Check. **Only completion of all appropriate forms will be considered for short listing. In light of potentially high volume of applicants, you will only be contacted if successfully invited to interview.**