



YEAR TEAM ADMINISTRATOR

Permanent FTE required as soon as possible.

Salary: Grade 4, £23,500 pro rata (approx. £20,246 per annum)

Working hours: 37 hours per week

8am-4pm, Monday – Thursday, 8am-3.30pm on Fridays (Includes 30 minutes unpaid lunch break) Term Time Only plus INSET days (5 days)

Closing date: Wednesday 22nd May 2024

Interview date: week commencing 3rd June 2024*

**we reserve the right to interview upon receipt of completed applications, so would encourage early applications for interested candidates*

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

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.**



www.angmeringschool.co.uk

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Respect
Courage



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