



Archbishop of York's Church of
England Junior School



South York
MULTI-ACADEMY TRUST

ADMIN. ASSISTANT

Archbishop of York's Junior School, Bishopthorpe

Up to 37 hrs a week (Min. 27 hrs over 5 days) / Term-time only + 2 wks

£12,177 / £16,688 p.a. (Actual salary based on 27 hrs / 37 hrs)

We are a welcoming and inclusive family school who offer a strong sense of community both to our children and staff colleagues.

Working closely with the School Business Manager and another Admin Assistant – we offer an excellent opportunity to contribute to the work of the school in our busy school office.

The successful applicant will have a varied but important role in welcoming visitors to school, interacting with parents, children and school staff; carrying out a range of admin. tasks using various school software packages, supporting teachers with producing learning resources and helping to ensure things run smoothly.

This role will suit someone with excellent communication skills, who is confident in using technology in support of their work and has good numeracy and literacy skills. The ability to take ownership and work quickly and accurately on a wide range of tasks, and to build productive and friendly working relationships across the school is essential

We offer term-time only working plus 2 weeks in the summer holiday, some flexibility over working pattern / hours, a defined benefits pension scheme and a supportive friendly working environment. Full time equivalent salary range for the role is £18,865 to £20,013 p.a.

TO APPLY

Please review the job details at <https://fulford.york.sch.uk/admin-assistant-3/> and return your completed application to recruitment@fulford.york.sch.uk

Closing date: Monday 3rd January 2022 (0800am)

Interview date: w/c 10th January 2022