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**Federation of Beckwithshaw, Kettlesing and Ripley Endowed CE Primary Schools**

**School Office Administrator– Kettlesing Felliscliffe Primary School**

Salary: £20,441 FTE

Hours: 25 HPW

Contract: Fixed Term 1 year initially

Start Date: December 2023/January 2024

***Are you looking for an exciting opportunity to help shape the future of a school within a strong Federation and positively impact the outcomes of its pupils?***

***Could this be the perfect role for you?***

***Are you hard-working, conscientious and loyal?***

***Do you enjoy making learning fun, and do you have what it takes to make a significant impact on our children’s future?***

This is a superb opportunity for an enthusiastic, innovative and ambitious individual to join one of our rural Primary Schools. Kettlesing is a warm and friendly primary school, which has an unwavering focus on pastoral care and a culture of high expectations for all. We **provide a welcoming environment in which everyone is cherished and challenged to fulfil their potential.**

Kettlesing Felliscliffe is a small village situated just outside Harrogate.

Children are at the heart of our school and everything we do is ‘children first.’ At Kettlesing, we are inclusive and welcoming to all, with a clear vision and values that are embedded and underlie all areas of school life. Our core belief is that every child, irrespective of their background has the right to an outstanding education.

**The Executive Headteacher is seeking to appoint a nurturing, proactive, supportive individual who can work both independently and as part of a team to help grow the future of the school. A School Administrator who has the passion and drive to do whatever it takes for the children they support to make consistently good progress.**

**This post will offer you:**

* + **Daily coaching and mentoring**
  + **Bespoke training sessions**
  + **A supportive and caring leadership**
  + **A well-resourced school, with specialist teachers and staff**
  + **A commitment to providing high-quality professional development**
  + **A supportive staff community**
  + **Supportive wider community**
  + **A setting with a relentless focus on the mental health and wellbeing of all.**

The successful candidate will be an administrator who has:

* A strong vision that supports our values and ethos
* Be able to liaise with all stakeholders and have a strong commitment to achieving success through partnership and teamwork, with staff and leaders across the federation.
* Is motivated, and has a positive can-do attitude, who promotes high expectations.
* Ambitious with a desire to develop their career.
* Resilient and flexible.
* A personable nature, good sense of humour and the ability to work well as part of the Federation team.

To apply for the position, please download the attached information and return applications by post or by email to:

admin@felliscliffe.n-yorks.sch.uk

The closing date for applications is **12 pm Friday 24th November 2023** and interviews will take place week commencing **Monday 27th November 2023**

Our School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Appointment to this post is subject to enhanced DBS clearance and satisfactory references.