



The Federation of the Church Schools of  
Shalfleet and Freshwater & Yarmouth

*Together for a Brighter Future*

Headteacher: Mrs Elizabeth Grainger

## **ADMIN ASSISTANT**

To work across the Federation

To start January 2025

Tuesday to Friday (Friday essential), 22 hours per week (term time only)

Pay range Hay Scale - 2A FTE £24028, Actual £12333.46 pro rata

We are seeking to appoint an enthusiastic administrator to work within a fast-moving school office. The successful Admin Assistant will work as part of the Admin team alongside the schools SLT. Under the guidance of senior staff, the Admin Assistant will support the smooth running of the school.

The successful candidate will have daily contact with pupils, staff and parents, therefore must have the ability to communicate effectively. Excellent verbal and written skills with a range of audiences, along with efficient organisational skills are essential. You will need to be able to work effectively on your own initiative as well as cooperatively within a team. You must be calm under pressure and able to multi-task.

The successful applicant will have excellent keyboard/IT skills, the ability to be self-motivated and flexible with a pleasant and positive attitude. Previous experience of working in an educational environment would be an advantage but not essential as training will be offered.

### **We can offer:**

A supportive Governing Body which is knowledgeable, outward looking and ambitious

A caring, dedicated and motivated staff team who are committed to driving Federation improvement

A thriving and successful learning community underpinned by a strong Christian Ethos.

**For further information contact Sarah Woodburn via email on: [sbm@fosay.co.uk](mailto:sbm@fosay.co.uk)**

**Closing date for applications: Friday 13<sup>th</sup> December 2024**

**Interviews will take place during the week commencing: 16<sup>th</sup> December 2024**

The governing body is committed to safeguarding and promoting the welfare of all children and young people and expect all staff and volunteers to share this commitment. The successful candidate will be required to undergo an enhanced DBS check. We follow safer recruitment guidelines. The Federation is an equal opportunities employer and welcomes applications from all sections of the community.