



THIRSK SCHOOL & SIXTH FORM COLLEGE
EDUCATING TODAY, PREPARING FOR TOMORROW

"A good school" Ofsted February 2022

TOPCLIFFE ROAD, SOWERBY, THIRSK, NORTH YORKSHIRE, YO7 1RZ

11-18 MIXED COMPREHENSIVE SCHOOL : 1014 STUDENTS INCLUDING 126

IN SIXTH FORM COLLEGE

HEADTEACHER: EMMA LAMBDEN

TELEPHONE: 01845 522024

WEBSITE: www.thirskschool.org

Administration Assistant

Are you able to provide an efficient, effective and accurate administrative service? Are you highly organised and able to prioritise? We are looking for a skilled and well qualified Administrator with good IT skills and a knowledge of Microsoft Office (fast, accurate typing required), to support the work of our teaching and pastoral staff. Excellent communication skills are required as well as a professional approach. You will need to have flexibility, attention to detail, be able to handle sensitive information and an ability to work as part of a team, whilst demonstrating initiative and resilience. Knowledge of Bromcom as the MIS would be an advantage. Occasionally, the Admin team also cover reception. Specific responsibilities to be decided upon appointment.

37 hours per week, term time only plus 5 additional days during the Summer Holidays. Salary will be APT&C Grade D scale point 4-6 (£23,150 - £23,893 pro rata) depending on experience and service for NYCC. This equates to an actual salary of £21,178- £21,858 per annum, pay award pending.

Holidays will not be allowed during term time, unless under exceptional and approved circumstances.

Closing date for applications is 4 pm on Friday 8th November 2024.

Interviews will take place the following week.

Prospective candidates are welcome to visit the school prior to the application deadline. Please contact school using the details below if you wish to arrange a visit. Further details of the school, the post and a downloadable application form are available from our website: www.thirskschool.org or upon request from andrew.rickard@thirskschool.org

Completed forms should be returned to andrew.rickard@thirskschool.org

Our ambitious school is based in the easily accessible market town of Thirsk which lies very close to the A1(M), A19 and mainline rail links, between two beautiful National Parks.

Thirsk School and Sixth Form College is committed to safeguarding and promoting the welfare of our children and young people. We have a robust Child Protection Policy, and all staff will receive training relevant to their role at induction and throughout employment at the school. We expect all staff and volunteers to share this commitment. This post is subject to satisfactory approved references and enhanced Disclosure and Barring Service criminal records check for work with children. Candidates invited to interview are required to complete a self-disclosure proforma; this will be opened in the event of a job offer being made.