



**Administrator – with responsibility for staff cover.**

**Contract:** Permanent

**Hours/working pattern:** Part time, 22.5 hours per week, term time only.

**Salary/hourly rate:** Grade C/D, SCP 2-6 £20,441 - £21,968 pro rata.

**Location:** Filey School

**Closing Date:** Thursday 9th February 2023, at 9am

**Start Date:** As soon as possible.

### **Filey Secondary School**

Filey School is an 11-16 mixed community school serving the coastal town of Filey and its surrounding villages. We have a proud heritage in our local community and are embarking on a period of transformation and improvement. We aim for every member of our school community to develop a love of learning and enable them to reach the highest outcomes that they can. We are committed to ensuring our students are happy, safe and have clear direction and support. We joined Coast and Vale Learning Trust in June 2022 and benefit from the collaborative and supportive environment of the Trust while returning to our identity as Filey School.

### **Our Opportunity**

We are seeking to appoint an enthusiastic and motivated Administrator to join our department.

You will need to provide an efficient, administrative support system to the school, through undertaking administrative and organisational processes within the school.

The role is varied and fast paced and will involve dealing with a variety of administrative activities. The ability to prioritise effectively is a must, as are strong interpersonal and written communication skills. Some of the typical work activities are as follows:

- Providing an efficient administrative service supporting the smooth running of the school.
- To pick up the daily planned and unplanned staff cover requirements of the school.
- Build up working relationships with supply agencies and supply staff.
- Record supply provision for planning and budgeting purposes.
- Ensure that supply staff are welcomed and informed of how the school runs, with information on key staff and processes.
- Report to SLT in a timely and appropriate manner, identifying any stresses on SLT at the earliest time.



## **Our Trust**

Coast and Vale Learning Trust is a growing family of schools located on the beautiful Yorkshire Coast. The Trust was founded by Scalby Secondary School but has grown over the last few years to include Newby and Scalby Primary School, Friarage Primary School and the Scarborough University Technical College (SUTC) in Scarborough, Lady Lumley's Secondary School in Pickering and Filey School. Our ambition is to continue to welcome new schools into our Trust where we can add capacity, resources, improvement and make sure all our young people have access to the very best education.

The aim of the trust is to serve all the education community along the North Yorkshire Coast and down the Vale of Pickering. We are committed to supporting all schools in becoming great schools, whether they are part of Coast and Vale Learning Trust or not. The learners of our community deserve the best education regardless of their background or location.

Choosing where to work and who to work for is one of the vitally important decisions in life. In choosing to work for Coast and Vale Learning Trust you would be joining a team of colleagues dedicated to transforming the lives of 3000 children and young people.

We have a simple vision in wanting our schools to be places 'where children and staff thrive'. Coast and Vale Learning Trust will work tirelessly to make this a reality.

## **Working for Us**

As well as being committed to your ongoing development and training we also offer a range of employee benefits including a competitive salary, access to a government pension scheme, an employee assistance programme as well as a variety of retail discounts.

## **Application Process**

Please complete the Trust's application form along with a cover letter and email to Danielle Rowley, the Trust's Recruitment Assistant [recruitment@coastandvale.academy](mailto:recruitment@coastandvale.academy) or call 01723 362301

We do not accept CVs.

If you would like to discuss this vacancy or arrange to visit us please contact as described above.



**Closing date for receipt of applications: Thursday 9th February 2023 at 9am**

**Interviews will be held shortly after.**

*We reserve the right to close this vacancy should we receive an overwhelming response.*

We are committed to **safeguarding** and protecting the children and young people we work with and expect all our staff and volunteers to share this commitment. As such, all posts are subject to safer recruitment process, including an enhanced DBS check. We have a range of policies in place which promote safeguarding and safer working practice across our Schools.

We are an **equal opportunities** employer and welcome applications from all sections of the community regardless of age, gender, race, ethnicity, disability, sexual orientation, social background, religion or belief. We want to recruit the right people for the Trust, from the widest possible backgrounds, to make the most of each individual's different knowledge and experience.

Your **privacy** is important to us. By submitting your personal data or information to us, you agree this will be handled in accordance with the Trust's "Privacy Notice Recruitment" which can be found on our website.