# Saxton Church of England Primary School http://saxton.n-yorks.sch.uk/wp-content/uploads/2016/10/Saxton_school_logo.jpg

Dam Lane,
Saxton,
Tadcaster
LS24 9QF

Telephone: 01937 557396 or 01977 682388

Email: admin@mf.starmat.uk

Executive Headteacher: Mr R Weights

Admin Assistant

**Dates:**

Apply by 25/9/20

**Salary:**

Grade B, Scp 2 (£7,913.68)

**Location:**

North Yorkshire

**Contract type:**

Part-time, 20 hpw mornings only (8.30am – 12.30pm)

**Contract term:**

Established

A fantastic opportunity has arisen to join the team of our small village primary school, working under the direction of the Office Manager as part of our federation with Monk Fryston School. We are proud to be a member of the STAR Multi-Academy Trust. The right candidate will be an excellent communicator with highly developed organisational skills, who is able to work with our wider admin team to provide excellent levels of service to our staff and visitors.

We can offer:

* A highly supportive and effective team
* Established systems and working practices across the multi-academy trust
* Strong relationships with our parents, local community and federation

We are looking for:

* A highly motivated and dedicated person who is able to work efficiently
* Someone who will be an excellent first point of contact for our school
* A commitment to high levels of service and customer satisfaction

Please contact Mrs Katie McLachlan – admin@mf.starmat.uk or telephone: 01977 682388 - to discuss the opportunity further.

**Closing date: Friday 25th September at noon.
Interviews: w/c 28th September**

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. This post is subject to an enhanced Disclosure and Barring Service check.

Age range: 4 – 11 Current NOR: 63