



Kirkby-in-Malhamdale United (VA) Primary School
Kirkby Malham
Skipton
North Yorkshire
BD23 4BY

Telephone and Fax: 01729 830214 [e-mail: admin@kim.n-yorks.sch.uk](mailto:admin@kim.n-yorks.sch.uk)

JOB ADVERTISEMENT

Administrative Assistant (19hrs) (Pay Scale subject to experience)

Band 4 (scale point 9-13)

Support Assistant (5hrs) (Pay Scale subject to experience)

GTA Band 4 (9-13)

Are you looking for a rewarding role within primary school education and do you have proven experience working in an administrative capacity (preferably within a school setting). Might you be able to offer additional expertise in a range of educational settings, including Teaching Assistant work, helping vulnerable children or working with pupils who have Special Educational Needs?

We are a small village school situated in the beautiful area of Malhamdale. We are able to offer a supportive and caring working environment in a vibrant school where pupils want to learn and succeed and with parents and governors who are very supportive. You will be working alongside teachers and other teaching assistants within the school to provide administrative support and to help support a range of pupils in both Early Years to Key Stage One, including those with special educational needs. This advertisement is for a fixed term contract of one year subject to an annual review. The school benefits from on site car parking. This school offers a creative and fun environment in which to work.

We are looking for someone with:

- Extensive administrative experience - including working in a primary school setting
- Genuine passion for working with pupils including those with SEND
- Experience of working with children aged between 3-11 years of age
- A positive and helpful attitude
- Availability to work Monday to Friday

We are able to offer:

- Competitive rates of pay
- Access to CPD training
- Assignments within a variety of settings including at our partner school Settle Primary School

For further details and an application pack contact the school office via admin@kim.n-yorks.sch.uk or phone 01729 830214.

Closing date: **Wednesday 16th October 2019**. Interview date: **Monday 21st October 2019**



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