



EDUCATION COMMITTEE

COMMITTEE OFFICE, LA CHASSE MARETTE, SARK GY10 1SF

Telephone: (01481) 832118 E-mail: education@sarkgov.co.uk

SARK SCHOOL ADMINISTRATOR

Sark School seeks to appoint an administrator to be a vital part of an enthusiastic and hardworking team.

The successful candidate will be required to work 8.30 – 11.30, Monday to Friday during term time. The hourly rate is dependent upon experience, with the successful candidate being paid regularly each month of the year.

The successful candidate will be required to provide high – quality administrative support for the school. They will be the first point of contact for the school for parents and visitors. They must have a sound understanding of appropriate data handling practices.

The successful candidate will need to be highly organized, reliable and able to work as part of a team and independently.

To apply for the role please read the job description and send a C.V and covering letter to the Committee Office.

The deadline for applications is noon Tuesday 5th May. Interviews will take place from Wednesday 7th May.

If you need any more information or have any questions, please email the committeeoffice@sarkgov.co.uk.

Please note: Sark School is committed to safeguarding and promoting the welfare of children. The successful applicant for the job will be required to undergo child protection screening appropriate to the role and an enhanced Disclosure & Barring Service Check (DBS) before he/she starts work at the school. References will be sought prior to the interview.