



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 join our hard working, enthusiastic and committed team.

The School Administrator helps to ensure the efficient and effective running of the School through a range of secretarial, administrative, and support duties. These include keeping pupil records and financial data, liaising with parents and teachers, and organising school activities.

This role is for 15 hours per week during the 39 weeks of the school year. The Administrator has their own office in school. The successful candidate will be required to be in school for the first hour of the school day (8:30 – 9:30 a.m.) Monday to Friday.

Beyond that, there could be an element of flexibility in the hours worked, to be discussed with the appointment panel.

The hourly rate is dependent upon experience. The salary is paid monthly through the year. Parents of school age pupils are welcome to apply.

To apply for the role please read the job description posted separately on the Chief Pleas website, and send a C.V. (including your educational qualifications) and a covering letter mentioning any experience you have of any of the elements in the job description.

Please send your application to committeeoffice@sarkgov.co.uk. The deadline for applications is 12 noon on Friday 12th June. Interviews will take place w/c Monday 15th June. If you need any more information or have any questions, please contact the School on 01481 832601

Please Note: Sark School is committed to safeguarding and promoting the welfare of children. The successful applicant for this 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.

The deadline for applications is noon Friday 12th June. Interviews will take place from Monday 15th June.