

## Shaldon Primary School

**School Administrator and Clerk of Governors  
Permanent**

**Torbay NJC Grade C (SCP 3 – 4). Starting hourly rate of £9.62  
25 hours per week (over five days).**



The Academy for Character and Excellence has six Primary Schools and two Pre-schools, making up a dynamic and innovative learning organisation. We also work in partnership with a seventh school which is due to join us officially in Autumn 2021.

We live our mission and return to this constantly to help guide every action. At the heart of all we do is the pursuit of excellence; we want to grow an exceptional trust, comprised of excellent schools. We are achieving this through our shared core values of collaboration, community, equity, and of course uncompromising excellence.

We are truly collaborative, and we work together within and across our schools to ensure that all our children and members of staff achieve their potential. Together we work to create a full and rich curriculum offer allowing everyone to flourish - we translate our vision of excellence into our everyday practice. We are proud of our outcomes, but we aspire to achieve more than just academic excellence for our children. We also want our children to become healthy thinkers, curious explorers, caring citizens, knowledgeable participants, and confident individuals.

We aim to serve our communities, and our schools make every effort to connect with families, local community groups, and organisations to ensure that our children and families are nurtured, supported and provided with opportunities through our schools.

Our value of equity leads us to want the very best of every child and every member of staff. The Academy for Character and Excellence believes in 'Personal Growth for All' and we are committed to tackle inequalities and overcome disadvantage and to provide bespoke opportunities for professional learning for all.

**We are looking to appoint a well-organised, reliable and competent person to become our Part time Administrator and Clerk of Governors at Shaldon Primary.**

Can you combine the skills of being organised and efficient with a positive outlook and friendly disposition? Do you enjoy working as part of a team as well as independently?

The successful candidate will have excellent interpersonal and communication skills, will understand the importance of confidentiality and discretion, will be adaptable, flexible and enjoy the variety and challenge of working in a small but busy office. They will have excellent IT skills, including competence in using Microsoft office. **SIMS and school office experience would be desirable but not essential.**

The contracted working hours will be Monday, Tuesday, Thursday and Friday 8:30am to 12pm and Wednesday 8:30 to 3:30 with a 1-hour unpaid lunch break. 5 hours of this role (clerking) can be worked flexibly from home if preferred.

Interested? If you feel you want to join a school with a very supportive and highly skilled teaching and support team and if you can inspire children and enable them to reach their full potential, then please send in your application. We offer excellent opportunities and development for all our staff throughout their careers.

This role requires the ability to fulfil all spoken aspects of the role with confidence and fluency in English.

**We are committed to safeguarding and the welfare of children and young people, and we expect our staff and volunteers to share this commitment. This post is subject to an enhanced DBS disclosure.**



For further information, please email Mrs Katie Metherell on [katie.metherell@acexcellence.co.uk](mailto:katie.metherell@acexcellence.co.uk), or to arrange a school visit, please contact the school office directly on 01803 556433

An application form is available to download either from Devon Jobs or by emailing Katie Metherell. Applications must be completed and emailed to [recruitment@acexcellence.co.uk](mailto:recruitment@acexcellence.co.uk) and returned **by 9am on Thursday 19<sup>th</sup> August 2021**

