

**Forest Moor School**  
Menwith Hill Road  
Darley  
Harroagate  
Tel: 01423 779232



**School Administration Officer – term time only**  
Band 4, scale points 9 – 13

Forest Moor is a small, well resourced school for primary and secondary age students aged 9 - 16 with social, emotional and mental health needs, where young people receive individualised attention and support to maximise their potential.

Our school office staff play an essential part in supporting the efficient running of the school.

We are looking for someone to work in the school office to provide an effective and efficient reception and administrative support service. The role will be varied and requires a flexible approach. Good communication and organisational skills, together with the ability to manage a varied workload in a busy environment and a good understanding of pupils who can present challenging behaviour is essential.

This is a full time, term time only position + 5 days training. Actual pay equates to £13,122 - £14,074 per annum. Hours are Monday – Friday, 8am – 4.00pm (one day per week to finish at 3.30pm through agreement).

Visits to Forest Moor School are most welcome. Please contact Jo Sedgwick if you would like to arrange a visit or discuss the post in further detail.

An application pack is available by emailing [jo.sedgwick@forestmoor.n-yorks.sch.uk](mailto:jo.sedgwick@forestmoor.n-yorks.sch.uk). Applications must be submitted on the school's application form. CV's will not be accepted.

Closing date: Friday 16 February 2018

Please note that invitation to interview will be via email. Forest Moor School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All appointments will be subject to satisfactory references and an enhanced DBS disclosure. This post comes under the requirements of the Childcare (Disqualification) 2009 Regulations and the successful applicant will be required to complete a declaration form to establish whether they are disqualified under these regulations.