



SIAMS Outstanding  
Church school

# Old Hutton C of E School

Old Hutton, Kendal, Cumbria, LA8 0NQ

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Website: [www.oldhuttonschool.org.uk](http://www.oldhuttonschool.org.uk)

Tel (01539) 732778

Headteacher: Mrs Andrea Walker BA(Hons), PGCE, NPQH, LLE, NLE

October 2018

Dear prospective candidate,

## School administrator post

Thank you for taking an interest in the above advertised post at our school. **The post is required from early November 2018 to work 6 hours per week in the office as a job share with our current School Administrator. This will be on 2 afternoons weekly (12.30-3.30pm, Tuesdays and Wednesdays)**, when you would be the welcoming first point of contact for the school and ensure the smooth and efficient running of a busy school office.

Old Hutton CE Primary School is situated in the village of Old Hutton, four miles east of Kendal, on the edge of the Lake District National Park. Our small church school is one of the centres of the community and we pride ourselves on our big family feel and 'Education for Life' educational philosophy. We have been judged Outstanding by Ofsted (February 2016) and Outstanding as a church school by SIAMS (October 2015). We are also an NSS (National Support School) and the Head teacher an NLE (National Leader of Education) in recognition of the support work we do with other schools. The successful candidate will work as a key member of our well-established, high-achieving and friendly, small staff team.

We are looking for someone with the ability to work flexibly, be resilient, use their own initiative and multi task. You should have excellent communication skills, a high standard of literacy/numeracy and be proficient in the use of ICT. Some previous experience in school administration and knowledge of SIMS is desirable.

Old Hutton CE School is committed to equal opportunities and safeguarding its staff and pupils. The successful applicant will be appointed on completion of an enhanced DBS check.

**The closing date for applications is by 12pm on Friday 2<sup>nd</sup> November. If you are interested in applying, please complete the attached application form and send it together with a covering letter to myself, by email.**

We will inform successful candidates on Friday 2<sup>nd</sup> November that they have been invited for interview. If you have not heard from us by this date, please assume that you have been unsuccessful this time; unfortunately, we will not be able to inform you directly of this.

**We plan for interviews to be held in school on Monday 5<sup>th</sup> November.**

For more information about the school, please see our website, [www.oldhuttonschool.org.uk](http://www.oldhuttonschool.org.uk) and our Facebook page. Visits to the school are warmly welcomed. Please telephone to make an appointment.

Yours sincerely,

Andrea Walker  
Head teacher