

# JOIN THE *Silcoates* FAMILY

## Junior School Secretary (Job Share)

Silcoates is a successful independent co-educational day school with a long and proud history. We achieve excellent academic results and offer a broad and stimulating variety of co-curricular activities. Our School is set in 52 acres of grounds in Wrenthorpe, near Wakefield, within easy reach of the M1 and M62, offering an all-through, fully co-educational day school experience for children from 3 to 18. We are looking for an experienced and organised Junior School Secretary to join our team on a job share basis, working Thursdays and Fridays during term time.

You should be an experienced administration or secretarial professional with experience of dealing with bespoke systems, confidential record keeping, correspondence and dealing with telephone enquiries. You will need to be confident, articulate, able to deal with a wide range of people and to work under pressure and to time constraints.

You should be able to demonstrate experience of customer service and an awareness of the demands of a school administration role. This is a varied and interesting role, so you will need to be able to manage your own time and to support colleagues in assisting with the wide range of work associated with working in a school.

You will be required to work each Thursday and Friday from 8am to 5pm during term time (35 weeks a year), plus an additional six days per year for training days, events or additional tasks during school holiday periods by prior agreement.

Full details of the post are available on our website:  
<https://www.silcoates.org.uk/information/vacancies/>

**PLEASE NOTE THAT WE ARE NOT ABLE TO ACCEPT CVS, PLEASE COMPLETE AND RETURN AN APPLICATION FORM**

Silcoates School is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening, including checks with past employers and DBS.

**Closing date: Monday 12<sup>th</sup> January, 9am**  
**Interviews: 15<sup>th</sup> January.**



**SILCOATES**