



The Government of Sark  
COMMITTEE OFFICE, LA CHASSE MARETTE, SARK GY10 1SF  
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## SARK SCHOOL - SUPPORT STAFF

There are exciting opportunities to be part of the new team taking our school forward from September. We have a number of roles available within the new team and candidates can apply for more than one role if they wish. The posts are being offered as one, two or three year contracts (with the opportunity to extend the role for a further term of one to three years). All posts are subject to a successful probation period supported by structured induction.

- **Administrator** - (5 hours per week) employed to support the Director of Education, the Chair of the Board of Education and the Head of School.
- **Class Teaching Assistant** - (potential flexible arrangements – Contracts of 20 hours and 10 hours available for 41 weeks per year) employed to support Class 1.
- **Special Teaching Assistant** - (6-8 hours per week for 41 weeks per year) employed to support individual and small groups of pupils in Class 2 and Class 3.
- **Cleaning Co-ordinator** - (6 hours per week for 48 weeks per year) employed to ensure that the school building is clean and complies with all requirements for Health and Safety, and to manage other cleaning staff.
- **Cleaner** - (5 hours per week term-time only + 6 days) employed to clean the school building during term-time with occasional holiday working.
- **Midday Supervisory Assistant** - (6 ¼ hours per week term-time only) to supervise the children eating their lunch and during lunchtime play, and liaising with the volunteer lunchtime helpers.

Please apply by completing an application form for each post you wish to apply for and including a covering letter that details how you meet the person specification for the role and why you believe you should be appointed to the role.

Interviews will take place in July and August to enable start dates to coincide with the beginning of the school year.

For more information or informally to discuss any of the positions, please contact Ms. Beverly Gates, Interim Director of Education, (telephone number 07977 143412).

*Sark School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will require all successful applicants to undertake an enhanced criminal records check via the Disclosure & Barring Service.*

**Application Forms and details of the work and remuneration are available for collection from the Committee Office, (address as above), or by e-mail, ([caroline.robins.cso@gov.sark.gg](mailto:caroline.robins.cso@gov.sark.gg))**

**Completed Applications should be returned or sent by e-mail to the Committee Office marked 'Sark School – Support Staff' before 5pm on MONDAY, 9<sup>th</sup> JULY 2018**