



The Government of Sark
COMMITTEE OFFICE, LA CHASSE MARETTE, SARK GY10 1SF
Telephone: (01481) 832118

SARK SCHOOL

Sark School are looking to appoint an administrator to support the new team and we are looking forward to receiving applications from suitably qualified candidates. Hours will vary but are expected to average 5 to 6 per week and the successful candidate will need to attend Board of Education meetings. The hourly rate will be £10.50. To start in January, the successful candidate will be employed to support the Director of Education, the Chair of the Board of Education and the Head of School.

The job role

- Providing administrative support to the Head of School and the Director of Education
- Acting as Clerk to the Board of Education
- Planning, organising and coordinating activities concerned with the school
- Archiving paper records and keeping accurate online documentation
- The successful candidate will have project planning, administrative and/or legal experience, alongside excellent all round IT skills.

Please apply by completing an application form including a short covering letter that details how you are suited to the role.

The closing date is **5pm Friday 14th December** and interviews will take place in the week beginning 17th December. For more information or informally to discuss the position, please contact Pauline Mallinson (01481 832034) or Cris Heartford, Head of Sark School (telephone number 01481 832601)

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 (as above).

Completed Applications should be returned to the Committee Office marked 'Sark School Staff' by the closing date or sent by e-mail to pauline.mallinson@gov.sark.gg