



Achievement for all

Sherburn High School

Headteacher: Ms Miriam Oakley

Garden Lane, Sherburn In Elmet, Leeds, LS25 6AS

Tel: 01977 682442

Web: www.sherburnhigh.co.uk

Email: admin@shs.starmat.uk



Cover Coordinator/Admin Assistant

Grade D Scale Point 4-6 (£15,920 - £16,505)

Vacancy Hours: 32.5 Hours per week

Contract Type: Permanent Term Time Only

Start Date: Feb 2023

We are looking for a capable and efficient administrator to join our busy but friendly school office.

The role involves coordinating and arranging cover on a daily basis for absent teachers/support staff through cover supervisors and supply agencies

The role also includes using the schools MIS system, word processing and spreadsheet work, as well as general office administration and clerical duties including reception service, telephone enquiries, post duties, filing, scanning, emailing and photocopying

Information packs can be downloaded from our website at www.sherburnhigh.co.uk. If you are interested in applying for this post please complete the online application form in the link below.

[Support Staff Application](#)

Potential applicants are encouraged to contact/visit the school if further information is required. Please contact Michelle Cunningham on 01977 682442 or by email on michelle.cunningham@shs.starmat.uk to arrange a time.

Closing Date: **12pm Friday 3rd February 2023**

Interviews will be held: **Wednesday 8th February 2023**

Enhanced DBS clearances and references will be obtained prior to appointment.

Sherburn High School is a friendly, top performing and innovative school set in an attractive position in the North Yorkshire rural village of Sherburn in Elmet, which is only 10 minutes from the A1(M) hence making it easily and quickly accessible from Leeds, York, Doncaster, Bradford, Pontefract and the surrounding areas.

Sherburn High School is committed to safeguarding and promoting the welfare of children. We welcome applications from all sections of the community; we appoint on merit.

Sherburn High school is part of The STAR Multi Academy Trust which is an exciting new venture strengthening our existing partnership with other local schools.

Age range 11-18 mixed comprehensive with Sixth Form Current NOR 908

The STAR MAT is committed to equality, and to making fair and equitable treatment an integral part of everything we do.

The Trust is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment.

The post is subject to a successful DBS check and pre-employment checks will be undertaken before an appointment is confirmed. If you require assistance in applying for this position please contact us on 01977 687969.

