



ASKWITH PRIMARY SCHOOL
Askwith
Nr Otley
North Yorkshire
LS21 2JB

SCHOOL OFFICE ADMINISTRATOR POST

Tel (01943) 462896
E-mail: askwith@ycatschools.co.uk
www.askwith.n-yorks.sch.uk
Headteacher: Mrs E Nayler

Location	: Askwith Primary School Askwith, Otley, North Yorkshire, LS21 2HX
Grade/Band	: Grade F / SCP 11
Salary	: £21,196 (based on 32.5 hours per week, term time only)
Vacancy Hours	: 32.5 hours (8:30am to 3.30pm, 5 days per week) Half an hour lunch break unpaid each day
Contract Type	: Fixed Term Contract to 31st August 2027; term time only
Application closing date :	: 10am Thursday 17 th September 2026
Visits to school	: 10.30am or 2.30pm Mon 7 th Sept or by appointment. Please email askwith@ycatschools.co.uk to book
Interview date	: Thursday 24 th September
Venue for interview	: Askwith Primary School, Askwith, LS21 2HX
Telephone	: 01943 462896
Email	: askwith@ycatschools.co.uk
Headteacher	: Mrs Elaine Nayler
NOR	: 107
Required from	: Ideally Mon 19 th October or if not Mon 2 nd November

This is a fantastic opportunity to join Askwith Primary School and Nursery — an Outstanding school with a vibrant, nurturing environment for children aged 3 to 11. We are proud of our strong, supportive community taught across four classes. Nestled in the charming village of Askwith, our smaller-than-average school has built a strong reputation for delivering high-quality education.

We are seeking to appoint a School Administrator to join us from October half term.

We are looking for someone with a positive, 'can-do' attitude — a team player who enjoys problem-solving and thrives in a busy working environment.

The ideal candidate will:

- Have excellent communication skills, both written and verbal
- Be well-organised, flexible and proactive
- Create a warm and welcoming first impression as the 'face' of Askwith Primary School
- Be able to work effectively under pressure and manage competing priorities
- Show initiative and take on a variety of tasks with confidence
- Use their time efficiently and demonstrate strong multitasking skills.



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The successful candidate will:

- Have experience working in a busy office environment
- Demonstrate strong communication, literacy, numeracy and IT skills
- Carry out reception duties, acting as the first point of contact for telephone and face-to-face enquiries
- Communicate effectively with staff, governors, visitors, contractors, pupils and their families/carers
- Show a willingness to learn and develop new skills
- Read and action or forward all email in askwith@ycatschools.co.uk email address
- Monitor stock levels, order office supplies and equipment and check incoming deliveries
- Organise all maintenance and repairs required in the school
- Draft all letters, newsletter, texts and emails to parents
- Oversee the booking and payment systems for wrap around clubs, school lunches and trips
- Provide all financial or other information required by the YCAT central team
- Manage the return of data required by NYCC and the DfE
- Manage applications, admissions and the timetable for the Nursery and apply for the Nursery funding
- Book all school trips, residentials and swimming lessons and manage the associated permissions
- Carry out DBS checks and maintain the Single Central Register
- Liaise with NYCC HR for any staff contract changes
- Be the point of contact for the cleaners, cook, NYCC IT and Music services and any visiting contractors

In return, we can offer you a warm, welcoming, and supportive working environment where you will be part of a dedicated and friendly staff team. As a member of our school, you will also join a wider network of school administrators across our academy trust, YCAT, who provide valuable support, guidance, and collaboration. We are committed to your continued professional development and will offer training and CPD opportunities tailored to your role and career progression.

At Askwith Primary School, we take our roles and responsibilities for the children in our care very seriously and all appointments are subject to an enhanced DBS check, the receipt of two references satisfactory to the school and the completion of a medical declaration.

Anyone interested in applying for the post of School Office Administrator would be encouraged to book a visit to the school either 10.30am or 2.30pm Mon 7th Sept, or by appointment. To book a visit please email askwith@ycatschools.co.uk. The email address will only be checked once per week during the summer holiday (Friday 17th July to Monday 7th September).

Please note: As part of our robust safer recruitment process, online searches will be carried out on shortlisted applicants.



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