

Flookburgh C of E Primary School

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Headteacher: Mrs G Pett BA (Hons)
www.flookburgh.cumbria.sch.uk



'Together, we believe,
anything is possible'
Matthew 19:26

Dear Applicant

Thank you for your interest in the position of School Administrator at Flookburgh CE Primary School.

Here you will find further details about the post which includes:

- Job Description
- Person Specification

In making your application, please use the Cumbria County Council Application forms and guidance which can also be downloaded from their website which can be found at:

<https://cumbria.gov.uk/elibrary/Content/Internet/535/615/6919/42597171052.PDF>

Alternatively, if you would prefer paper copies of the above documents, please contact the school office.

All details and documents can also be downloaded from our website: www.flookburgh.cumbria.sch.uk

A covering letter of no-more than one A4 should be included in addition to your application form.

Please also look on our school website for further information about the school which will give you a good overview of our school.

Visits to the school are welcome and can be arranged by telephoning the school office to arrange an appointment.

The timescale for application submission and interview is as follows:

- Deadline for submission of application: Tuesday 13th December, 2022
- Interviews: Friday 16th December, 2022

Additional guidance notes: When completing the application form, please ensure that you clearly refer to the person specification's essential and desirable characteristics to demonstrate how you meet the requirements for this position.

Good luck with your application and please, do not hesitate to get in touch if you need any further assistance; we are more than happy to help and support you.

Kind regards,

Gill Pett
Headteacher