



RIPON CATHEDRAL SCHOOL

Pursuing excellence surrounded by faith and love

December 2017

Dear Applicant,

Administration Assistant

Thank you for your interest in the above post. We have a friendly and supportive staff at Ripon Cathedral School and are looking for someone with exceptional organisation skills to join our team. You will assist our School Business Manager by providing efficient back office support.

Your duties will include:

- Maintaining staff files and health and safety records to ensure compliance with statutory requirements;
- Responsibility for keeping schedules up to date, for example for school policies and staff training;
- Some administration of school accounts including cash handling;
- Liaising with teachers and partners to source outstanding support for our innovative curriculum.

We encourage you to visit the school. Please contact Tessa Rich or Rachel Bingham in the school office to make an appointment.

This post is offered on an established contract for 10 hours per week, term time only. For the right candidate, flexible working hours on days to suit you, will be discussed. The start date is 19th February 2018 or earlier if possible.

If you feel you have the right experience and qualities for the job then we look forward to your application, however, if you are unsure and would like more detail then please do telephone for an informal discussion.

Yours sincerely

Mr D Dudman
Headteacher

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