



Carre's Grammar School, Sleaford

Northgate, Sleaford, Lincolnshire, NG34 7DD

Tel 01529 302181 Fax 01529 413488

enquiries@carres.uk

Community Sport Administrator Grade NJC5 (£18,795) pro rata 37 hours per week, 41 weeks per year

Carre's Grammar School, Sleaford is looking to appoint a Community Sports Administrator to start as soon as possible.

We are looking for someone who:

- Has a minimum of 5 GCSEs (or equivalent) and an in-depth knowledge of MS Office;
- Has highly effective communication/interpersonal skills, both oral and written;
- Has the ability to work under pressure, to prioritise and to meet deadlines;
- Is able to work unsupervised and has the confidence to work with and present to small groups.

Details are available from the website of Carre's Grammar School at: www.carres.uk.

If you are interested in joining us, please complete the downloadable application form from the website and submit it to the Executive Headteacher, together with an accompanying letter giving your reasons for applying for the post and what skills and experience you are able to offer.

Closing date is midday on Friday 10th May.

Carre's Grammar School is committed to safeguarding and promoting the welfare of students and young people and rigorous Child Protection procedures are in place. This post is, therefore, subject to an enhanced Disclosure and Barring Service (DBS) check. As an Equal Opportunity employer, our school operates a policy, the aim of which is to ensure that unfair discrimination does not take place in recruitment.