



**LOTHERSDALE**  
Primary School

*'Nurture all Hearts; Inspire all Minds'*

**Headteacher:**  
Mrs Melanie Tyson

## SCHOOL OFFICE ADMINISTRATOR POST

Location	: Lothersdale Primary School Lothersdale, North Yorkshire, BD20 8HB (near Skipton)
Grade/Band	: Grade F / SCP 8
Salary	: £27,552.00 pro rata (Annual Gross Pay)
Vacancy Hours	: 35 hours (8:30am to 4:00pm over 5 days per week) Half an hour lunch break unpaid each day
Contract Type	: Fixed Term Contract to 31 August 2026; term time only
Application closing date :	: Friday 20 June 2025
Visits to school	: By appointment ~ please see below
Interview date	: Wednesday 25 June 2025
Venue for interview	: Lothersdale Primary School, Lothersdale BD20 8HB
Telephone	: 01535 632510
Email	: <a href="mailto:lothersdale@ycatschools.co.uk">lothersdale@ycatschools.co.uk</a>
Headteacher	: Mrs Melanie Tyson
NOR	: 106
Required from	: 2 September 2025

This is a fantastic opportunity to join Lothersdale Primary School — a vibrant, nurturing environment for children aged 4 to 11. We are proud of our strong, supportive community of around 106 pupils, taught across four classes. Nestled in the charming village of Lothersdale, 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 the beginning of September 2025.

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 Lothersdale 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.



**LOTHERSDALE**  
Primary School

*Lothersdale Primary School*

**Lothersdale, North Yorkshire, BD20 8HB**

**T: 01535 632510 E: [lothersdale@ycatschools.co.uk](mailto:lothersdale@ycatschools.co.uk) W: [www.lothersdaleschool.org.uk/](http://www.lothersdaleschool.org.uk/)**

**part of Yorkshire Collaborative Academy Trust School, a charitable company limited by guarantee**

**Registered in England & Wales with company number 9668526**

**Register office: Bilton Grange Primary School, Bilton Lane, Harrogate HG1 3BA**



**The successful candidate will:**

- Have experience working in a busy office environment
- Demonstrate strong 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
- Monitor stock levels, order office supplies and equipment, and check incoming deliveries.

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 Lothersdale 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 arrange a time to speak to the Headteacher by telephone in the first instance. Please telephone 01535 632510 or email: [lothersdale@ycatschools.co.uk](mailto:lothersdale@ycatschools.co.uk) to arrange a mutually convenient time to speak to the Headteacher.**

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