



Inspire Partnership Multi Academy Trust  
Registered Office:  
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Mrs S J Vickerman  
Chief Executive Officer

**Fitzwilliam Primary School**  
**Temporary Fixed Term – Administrator**  
**Maternity Cover until 02.12.2022**  
**Part Time – 32.5 hours per week plus Inset Days**  
**(Monday to Friday 8:15 – 15:15)**  
**Grade 3 SCP 3 - £18,562.00 – Actual Salary £13,945.86**

Fitzwilliam Primary School is at the heart of the local community. The schools aim of 'Working and Growing Together' is promoted consistently by our pupils, parents, staff and governors. Everyone has high expectations of what can be achieved and are proud to be part of the school.

The pupils, staff and governors wish to appoint an enthusiastic and highly skilled administrator to join our dedicated team. Candidates will need to be confident, committed and well-motivated, with high expectations and the ability to ensure all pupils achieve their full potential.

Fitzwilliam Primary School prides itself on being a values-based, inclusive environment for all. Our children's welfare is at the heart of all we do; through the hard work and dedication of the committed staff team we have in school, we strive to reach the highest standards, which enable our pupils to shine as individuals.

For an application pack (including application form and job description) please visit [www.fitzwilliam.ipmat.co.uk](http://www.fitzwilliam.ipmat.co.uk) or [www.ipmat.co.uk](http://www.ipmat.co.uk)

Please return completed applications by email to [raddinall@ipmat.co.uk](mailto:raddinall@ipmat.co.uk) or to Fitzwilliam Primary School, Second Avenue, Fitzwilliam, Pontefract, WF9 5BA. NB: CV's alone will not be accepted and candidates are required to complete a Trust application form.

Closing date for applications is: Wednesday 19<sup>th</sup> January at 12:00 midday.

Interview date: Thursday 20<sup>th</sup> January 2022.

**Fitzwilliam Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to an enhanced DBS check as well as successful completion of a probationary period. Shortlisted candidates will be asked to provide details of all unspent convictions and those that would not be filtered, prior to the date of interview. You may be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against information from the Disclosure and Barring Service before your appointment is confirmed.**