

Welcome to Upper Wharfedale School



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- Thank you for your interest in the position of Finance Administrator in our school. We are an outstanding rural high school in the heart of the Yorkshire Dales. The local area offers superb opportunities for those who enjoy the outdoors as well as being well placed for access to historic, vibrant and culturally-rich towns and cities nearby
- Only ten minutes from the heart of Skipton, our school is surrounded by the beautiful landscape of Upper Wharfedale. Our school is at the centre of the community and our facilities are open at evenings/weekends to provide activities and enrichment for local young people and their families
- Regular public transport brings staff and students from local towns and villages. The Dales is a fantastic place to live and work. The local market town of Grassington is the setting for the fictional Darrowby in "All Creatures Great and Small."
- Our school is diverse, inclusive and heavily over-subscribed. We welcome students from a wide area, stretching over 200 square miles. We have students of all backgrounds, abilities and aptitudes. We are extremely proud that our students go on to achieve outstanding results in Year 11, with progress rates in the top 7% schools nationally

- With a strong commitment to staff wellbeing we have adopted the Department for Education Wellbeing Charter and supporting and caring for our staff is central to the ethos and working of our school. With our commitment to family-friendly working practices we are offering this position as school Term Time only [plus 2 weeks of school holidays, timing by mutual agreement.]
- Staff learning and development are also very important to us and we are committed to helping all staff to explore areas of professional interest and prepare for the next stage of their career. Support staff are encouraged to take part in our leadership development programme, "Strengthening Success" and the successful candidate would be very welcome to participate in that later this year.
- Whilst we are a small school we have innovative IT systems in place, designed to make the operation of the school efficient, as well as offer opportunities for improved communication and collaboration. The Finance Administrator is a crucial role within the Main Office team, with a particular focus on supporting the school Business Manager and Headteacher. No two days will be the same and we are looking for an enthusiastic team-player who will enjoy working in our fantastic school, supporting staff, students and families.



- The successful candidate would be well-supported by colleagues in the administrative team as well as our Business Manager, Mrs Amy Dalglish.
- Please have a look at our website [here](#), have a look at our superb location (What3words: [///solution.digestion.spending](#)) and check us out on Twitter @UpperWharfedale
- If you are interested in hearing more about the opportunity available or would perhaps like to visit us and see how things work currently, please do not hesitate to get in touch. Email us on admin@uws.n-yorks.sch.uk or telephone the school office on 01756 752215
- Appointing the right person is more important to us than a specific "tick-list" of training or experience. We want someone who values what we value and wants to be part of our school community. If our school sounds like a good fit for you, we would encourage you to apply
- Thank you for your interest in our school and I very much look forward to receiving your application

With best wishes

Catherine Reeves

Headteacher

