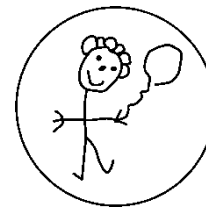


BARWELL INFANT SCHOOL

Brilliant Barwell Infants! – Children First!

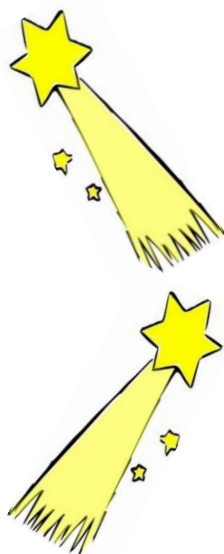
Be the best that we can be!



Permanent Administrative Assistant Vacancy (24 Hours per week)
Monday to Thursday 8.30am to 1.00pm ~ Friday 8.30 to 3.30pm (1Hour Lunch)

Our 'GOOD' school can offer...

- ✓ Happy children who love learning!
- ✓ A friendly and supportive team
- ✓ A school that is very well thought of by our parents and the community
- ✓ A commitment to Early Years Education and Infant School life
- ✓ A GOOD Ofsted Outcome ~ Nov'2017
- ✓ Good CPD opportunities



Start date ~ ASAP

Pay: Grade 5 (Points 7-8)

Point 7 Starting Salary £19,217 FTE

24 Hours Pro Rata £10.618 (£9.96ph)

(Please note our Pay Policy does not automatically apply pay portability)



We know that Infant Schools are UNIQUE!
Come and be a part of something SPECIAL!
Come and join our CARING TEAM!

Our children, their childhood,
development and education come first!

Check out our website:

www.barwellinfantschool.co.uk

We are looking for...

- A person with experience of working in a school office or office environment.
- A caring and compassionate person who will embrace our motto '*Children First!*' ~ '*Be The Best That We Can Be!*'
- A team player to join our school family, working effectively with colleagues and parents.
- A person who can act as 'Front of House' and ensure that callers, visitors, parents & children to the school are dealt with in a friendly and courteous manner.
- A person who has good telephone manner and able to handle telephone calls with sensitivity & confidence.
- A person who is self-motivated, well organised and can work to deadlines.
- A person to deal with Monitoring Attendance and Free School Meals.
- A person who has a good working understanding of Microsoft packages and good ICT Skills.
- A person who is familiar with SIMS software.

We are committed to the safeguarding of our children and we will undertake an enhanced DBS check for a regulated activity and take up references before appointment. The interview process will require an assessment of the candidates suitability to work with children.

For further details and an informal chat please contact the school office and arrange to speak with Terena Moreton (Headteacher) or Jean Bray (Business Manager).

Application forms available from e teach, the school office or the school website: www.barwellinfantschool.co.uk.

Closing date for applications: Friday 8th October 2021 - Noon

Proposed Interview date: Wednesday 13th October 2021

Townend Road, Barwell, Leicester LE9 8HG - Tel: 01455 842310 - Fax: 01455 845806

Email: admin@barwell-infant.leics.sch.uk - Website: www.barwellinfantschool.co.uk

Headteacher: Miss T J Moreton