



## **ADMINISTRATION ASSISTANT – FIXED TERM CONTRACT**

St White's Primary School is looking to appoint a highly experienced and self-motivated Administration Assistant to join the Administration Team, who is able to share in the ethos of this school and go the extra mile to support it. Initially the post will be fixed term for up to a 1 year maximum period, but will be reviewed at that point with a view to making the post permanent. The post is full time, 37.5 hours per week, term time only (fte 0.8438) – no inset days. Any inset days worked will be paid on a casual basis. Salary scale Grade F, pts 6-12, (£19,171 - £21,589 per annum pro-rata, (£16,176 - £18,216 actual). Anticipated start date as soon as possible, subject to any clearances. *Please note this post is being readvertised – previous applicants need not reapply.*

St White's Primary School is set in the heart of the Forest Of Dean. We are extremely fortunate to reside in a state of the art building that nestles in most beautiful grounds. In November 2015 the school was deemed to be 'good' by Ofsted. Three years on, it is now a beacon of excellence, delivering a high level of education that is sought after in the area.

Everyone within the school has a contribution to make and is highly valued. The celebration of success and our commitment to the continuous improvement and fulfilment of potential in every pupil, is central to our philosophy. We actively encourage ever-increasing independence and self-discipline amongst our pupils.

If you feel you have the right experience and skills and would like to join a highly committed team, please contact us. Visits to the school are welcomed and encouraged. Please contact the School Office on 01594 822311 to arrange an appointment.

Further details can be found on the School website: [www.st-whites.gloucs.sch.uk](http://www.st-whites.gloucs.sch.uk), or email: [admin@st-whites.gloucs.sch.uk](mailto:admin@st-whites.gloucs.sch.uk).

This school is committed to safeguarding and promoting the welfare of children and young people, and expects all staff, and volunteers, to share the same commitment. This position is subject to an enhanced DBS check.

**Closing Date:** 23 April 2019  
**Interviews:** 29 April 2019