



Heytesbury C of E Primary School

Post 1: Administration Officer Post 2: Mid-day Supervisory Assistant

Required to start: 5th November (or earlier if possible)

Closing date: Monday 24th September @ noon

Interviews: Friday 28th September

Heytesbury C of E Primary School is a happy and caring school where the staff are dedicated to creating a great place for children to thrive and learn. As part of the Acorn Education Trust it provides exciting opportunities to improve local education.

Post 1: Administration Officer

Salary: £17,681 pro rata (£9.16 per hour)

Hours: 21.5 hours per week; 39 weeks per year

We would like to hear from you if you:

- have the skills to run the office of a small primary school;
- have the ability to work under pressure and to meet deadlines;
- have the ability to work effectively as part of a team;
- have great communication skills;
- have competent IT skills
- are energetic, enthusiastic and dynamic;
- have the ability to handle problems quickly and efficiently;
- have the ability to make effective decisions.

Roles and responsibilities to include:

- To liaise with the services provided by The Acorn Trust including site, IT, catering, HR and Finance
- To ensure all legal admin tasks are completed in good time and to a high standard
- To ensure all data held about individuals within the school community is up to date and held in line with data protection guidelines
- To liaise with and provide a high level of customer service to all the school's stakeholders eg staff, parents, Academy Council, visitors etc
- To handle issues within the workplace e.g. risk management, customer dissatisfaction
- To maintain high levels of confidentiality and professionalism at all times



Post 2: Mid-Day Supervisory Assistant (MDSA)

Salary £8.55 per hour

Hours: 12.00 – 1.00 daily; 38 weeks per year

Roles and responsibilities to include:

- Supervising and assisting the children in the dinner hall
- Clearing tables and on occasions, some washing up.
- Supervising the children during outside play

This post may be combined with post one either for 5 days a week or for part of the week.

To request a recruitment pack or for more information contact the School Office on 01985 840429 or by email admin@heytesbury.wilts.sch.uk. Please state in which post you are interested.

As part of the Acorn Education Trust, Heytesbury 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. All applicants will be subject to a full Disclosure And Barring Service check and Health Screening before appointment is confirmed.

Heytesbury C of E Primary School Headteacher: Carole Godfrey

