



To start as soon as possible

Administrative Assistant Level 2

+ additional opportunity for Lunchtime Supervisory Assistant role

Administrative Assistant L2: Grade 5: SCP 6-7

Fixed Term Contract – 1 year in the first instance (reviewed in the summer term 2024)

30 hours per week – 8.30am-12 noon, 1.00pm-3.30pm Monday to Friday, term-time only, (or 27.5 hours per week - 8.30am-12 noon, 1.30pm-3.30pm Monday to Friday, term-time only, if taking up LSA role).

LSA: Grade 1: SCP 2

Fixed Term Contract – 1 year in the first instance (reviewed in the summer term 2024)

5 hours per week – 12 noon–1pm Monday to Friday, term-time only.

Sheriffhales Primary is a delightful primary school in rural Shropshire. Our school is small and with a very strong family feel. Our children are happy, kind and hard-working and they are supported by a hugely dedicated staff team, all committed to achieving the very best outcomes for every child.

We are looking to appoint an experienced and outstanding person with excellent communication and interpersonal skills, who is also flexible and adaptable with strong IT skills. Previous school office experience is highly desirable. Other necessary qualities include the ability to maintain confidentiality and work under pressure efficiently, using your own initiative and an ability to work well as part of a team.

There is an optional additional role for Lunchtime Supervisory Assistant, 5 hours per week, 12 noon–1pm Monday to Friday.

We can offer:

- A school which is on an exciting and rapid positive journey
- A very friendly, talented and committed staff team to welcome you
- A supportive and engaged school community
- A 'chocolate box' village school setting
- Fantastic children
- A supportive Board of Governors
- A commitment to safe, inclusive and creative practice
- The chance to establish your own nursery

Further information about the school can be found on our website (undergoing refurbishment!)
www.sheriffhalesprimary.co.uk

We would actively encourage candidates to arrange a personal visit to the school – please contact the school office on 01952 460204 to make an appointment.

Sheriffhales Primary School is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expect all staff and volunteers to share this commitment.

This appointment is subject to satisfactory pre-employment clearances including references, medical clearance and an enhanced DBS Disclosure under the “Rehabilitation of Offenders Act 1974”. Further details regarding this check are available by visiting www.dbs.gov.uk.

Closing Date: **Friday 29th September 2023**

Interview Date: **Tuesday 10th October 2023**