

Greenfield Primary School
Gwendoline Drive
Leicester
LE8 5SG



Head teacher: Mr C Bowpitt
Tel: 0116 2773584
email: office@greenfield.leics.sch.uk
website: <http://greenfieldprimary.net>

We have a vacancy for an:
Admin Assistant

**Working at Greenfield Pre-School 12.45pm to 4pm Monday to Friday
& at Greenfield Primary School 9am to 12.15pm Tuesday & Thursday**

12 month Fixed term contract

Start date: As soon as possible

Salary: Grade 5 pp range 9-11 (£8.19 - £8.54 per hour)
Dependent on experience

We are looking for an enthusiastic, efficient and competent administrator to join our successful team. Working at the pre-school, you will be required to work circa 50 weeks per year with 24 days' holiday and statutory bank holidays. The work at Greenfield Primary School will be term time only.

If you would like to apply for the post, please submit the following to the school:

- **A completed application form**
- **A letter of application clearly stating why you think you should be considered for this post**

The last date for the acceptance of applications is:

Friday 12th January 2018 at 3.30pm
(either by post or email to office@greenfield.sch.uk)

Please note: Interviews will take place during the week commencing 15th January.

If you are invited to attend for interview, references will be taken up prior to the interview date.

Greenfield 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. Our commitment is underpinned by robust processes and procedures that seek to maximise opportunity, minimise risk and continuously promote a culture of safeguarding amongst our workforce. An enhanced DBS check will be required for this post.