



**Greenfield**  
Primary School



**Admin Assistant**  
Greenfield Primary School



# Welcome

## From the Head Teacher

Our vision at Greenfield Primary School is to inspire with the joy of lifelong learning. I am delighted to lead a school which is happy to explore new ideas and to continually develop our practice. Our curriculum is exciting and aims to develop character, creativity and aspirations, helping every child to achieve their best. We are a warm and friendly school where our pupils, their families and staff work together to create a genuinely caring school community.

Our staff team is supported by a strong governing body that visit the school regularly and collaboration with our partner school, Thistly Meadow Primary in Blaby, enables skill sharing, joint training and coaching and development projects.

*Colin Bowpitt*

## About the School

We are a large primary school based in the popular south Leicestershire village of Countesthorpe. The majority of our pupils come from the locality and we have a strong presence in the community. We are lucky to have large school grounds with a well established woodland and nature area with pond. In 2017, Countesthorpe Nursery school moved from its location in the former Cottage Homes in the village to a purpose built new pre-school on our site. Bright and modern, it is located next to our Reception block and is integrated into school life.



# The role of Admin Assistant



**The Admin Assistant** will play a key role in the smooth running of our busy primary and pre-school offices.

## **Hours of work:**

- 32.5 hours per week, 8.45am to 4.15pm, including one hour unpaid lunch, Monday to Friday
- Working 39 weeks per year, term time plus inset days plus 97 hours in school holidays, to be worked as approximately 15 hours per week

## **Pay:**

- LCC Grade 5, pay point 7-8 (£18,933 – £19,314 pro-rata) dependent on experience

The successful candidate will have experience of working in an administrative role and should have excellent communication and organisational skills. It is important that you have a warm, caring, and professional manner, as you will be dealing face to face with parents, carers and pupils on a daily basis.

## **We are looking for a person with:**

- Knowledge of school systems – SIMS, FMS and Parentmail is desirable
- Experience of working in a busy office environment
- Excellent IT skills and confident in the use of Microsoft Office
- GCSE Maths and English grades 4/5 or A – C or equivalent.
- Who is flexible and adaptable to suit the needs and requirements of the school
- Able to remain professional when handling confidential material
- Aware of the importance of confidentiality and safeguarding of children



# The role of Admin Assistant



## We can offer:

- A competitive salary
- Being part of an Ofsted rated 'Good' school with an excellent reputation
- The opportunity to join the Local Government Pension Scheme
- Discounted Breakfast and After School Club
- Training and career development opportunities, in house and external
- An occupational sick pay scheme

Please see the Job Description and Person Specification for further detail.

# Applications



## To apply for the position visit:

eteach <https://www.eteach.com/job/administrative-assistant-1164238>

or

our website <http://bit.ly/2p2aZfo> and download the application form.

Please submit your application along with a covering letter clearly stating why you think you should be considered for this post either by post or by email to [office@greenfield.leics.sch.uk](mailto:office@greenfield.leics.sch.uk)

**Application closing date: Friday 23rd July 2021 3.30pm**

**Interview date: Wednesday 28th July 2021**

If you wish to find out more about the role before applying, please contact Mrs Gordon, Business Manager on 0116 2773584.

## Safeguarding

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.

# Greenfield Primary School

Gwendoline Drive  
Countesthorpe  
Leicester  
LE8 5SG

Phone (0116) 2773584

Email [office@greenfield.leics.sch.uk](mailto:office@greenfield.leics.sch.uk)

School Website <http://greenfieldprimary.net>

Follow us on Facebook @GreenfieldPrimarySchool

Executive Head teacher Mr C. Bowpitt