



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.



Our Aim

We aim for every child to have a happy and vibrant education at Greenfield Primary school – one that is caring and supportive, working in a stimulating and structured environment and one where all children are encouraged to reach their full potential.



We promote high achievement by working with children to:

- Be happy, highly motivated lifelong learners
- Achieve their very best in all areas of the curriculum
- Develop enquiring minds, creativity and a spirit of curiosity
- Develop self-confidence, self-esteem, self-reliance and self-respect
- Respect themselves, others and the world in which they live
- Be able to work collaboratively and independently
- Extend themselves in mind, body and spirit
- Develop flexibility, adaptability, technological and problem-solving skills required for the modern world

Our Mission

We support our aims by providing a broad, balanced and challenging curriculum which aims to support the needs of all pupils and a rich programme of extra-curricular activities and visits.

We do this by:

- Creating a stimulating, active and well-resourced learning environment
- Working collaboratively towards common goals
- Developing a learning partnership between home, school and the community
- Providing a variety of teaching and learning styles to stimulate all
- Developing a cycle of target setting and review by each child, class and school
- Creating a tolerant, caring, supportive environment which promotes equality and mutual respect, awareness of world events and supports British values
- Offering an ethos of challenge, support and encouragement to succeed



The role of Admin Assistant

The **Admin Assistant** will play a key role in the smooth running of our primary school office.

Hours of work:

- 35 hours per week, 8.30am to 4.00pm, including 30 minutes unpaid lunch break, Monday to Friday
- Working 40 weeks per year, term time plus inset days plus 1 week in the school holidays

Pay:

-LCC Grade, pay point 7-8 (£17,936 – £18,264 per annum actual) 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
- GOSE Maths and English grades 4/5/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:

- Term time working
- A competitive salary
- Being part of an Ofsted rated 'Good' school with an excellent reputation
- Opportunities for personal growth and development
- Training and career development opportunities, in house and external
- Priority for staff children at Greenfield Pre-School
- Discounted Breakfast and After School Club for staff children
- Friendly and positive colleagues and skilled classroom support staff

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

Applications

To apply for the post visit:

eteach <http://bit.ly/3DQ7oaS>



Please submit your application along with a supporting statement clearly stating why you think you should be considered for this post. Please state your strengths and experience when applying for the role.

Application closing date: Monday 27th February 2023 at 9.00am

Interview date: w/c 6th March 2023

Start Date: 17th April 2023

If you wish to find out more about the role before applying, please contact Mrs Aitken, Office Manager at the school office 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

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School Website <http://greenfieldprimary.net>

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Executive Head teacher Mr C. Bowpitt