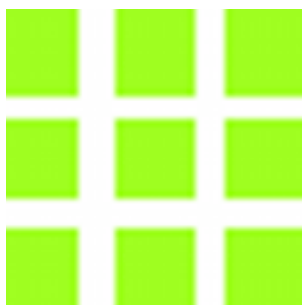


Striving for Excellence



Nine Acres Primary School

Job Advert

Job title: Personal Assistant to the Leadership team/ Office support

Vacancy: Autumn/ Spring Term

Positions Available: 1 pupil in Years 5 or 6



Job description:

A personal Assistant is required to work under the direction of Mrs Dyer, Mrs Broome and Miss Paddon. Days/ activities will be negotiated as and when the need arises. The work will mainly involve sorting and delivering important paperwork, delivering messages and welcoming visitors to our school.

Training will be provided, where necessary.

Salary:

1 Acre per session.

Who are we looking for?

We are looking for a reliable and responsible role model in Years 5 or 6. You will need to be organised and arrive on time and have the confidence to speak to all adults within school and pass on important messages.

Application open: Monday 4th November 2019

Application Deadline: Monday 11th November 2019 at 3.10pm

Interview: Friday 15th November 2019

Report To: Mrs Dyer.