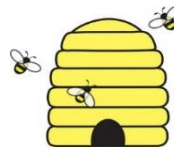


# Kempsford Church of England Primary School

“High expectations and Christian values help children to Respect, Improve, Succeed and Excel”

Kempsford, Gloucestershire, GL7 4EY  
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01285 810367  
kempsfordschool.com



**VACANCY**  
**MIDDAY SUPERVISOR,**  
**PERMANENT, PART TIME, TERM TIME ONLY, 5 HOURS PER WEEK**  
**SCHOOL ADMINISTRATIVE ASSISTANT,**  
**FIXED TERM, PART TIME, TERM TIME ONLY, 7.5 HOURS PER WEEK**  
**GRADE C points 7 – 11 £16,495-£17,007 pa pro rata**

We have a vacancy for a Midday Supervisor 12.00-1.00pm Monday to Friday (Permanent) and an Administrative Assistant 1.30pm-4.00pm Monday to Wednesday (Fixed Term to 31<sup>st</sup> August 2019) starting on 4<sup>th</sup> September 2018. We are looking for one person to fill both roles.

As a Midday Supervisor you will be supervising the children in the dining hall and on the playground and helping to run activities. Actual salary approximately £154.94 per month.

As an Administrative Assistant you will be the first point of contact for parents, visitors and the wider community, representing our school and its vision and values. Actual salary approximately £232.48 per month.

The office is busy and you will mostly work alone and need to deal with interruptions and unforeseen events. Duties include:

Reception, safeguarding, booking meetings and diary maintenance. Dealing with e-mails and post.

Recording attendance and dealing with absence requests. Printing Bus Registers and Sports Club Registers.

Receiving the weekly food order, opening parcels, checking off delivery notes and distributing goods received.

Assisting the School Administrator in maintaining the pupil database on SIMS and backing up data.

Assisting the Headteacher, School Business Manager and School Administrator with general administrative tasks including photocopying, filing and ensuring stocks of administrative forms are kept topped up.

Opening the gate to parents at the end of the day and supervising the bus children onto the bus.

Training will be provided but administration experience and good literacy and numeracy skills are required with competency in the use of word, excel, cloud based platforms and general computing skills.

If you are interested, please apply by ASAP and by 9.30 am 25<sup>th</sup> June at the latest using the GCC application form and a covering letter.