

GRANGETOWN PRIMARY SCHOOL



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Headteacher: Les McAnaney

10 June 2019

Dear Applicant

Thankyou for showing an interest in our Administrative Assistant vacancy. A Job Description and Person Specification are enclosed. For further information, and for a flavour of the kind of school we are, please check-out our website.

You are also invited to visit us – visits are warmly welcomed and encouraged.

Grangetown is an exciting and enjoyable place to work. The staff work as a team, and are friendly and welcoming.

We are seeking an Admin Assistant who is confident, flexible, and a good team-player. You should be organised, efficient and able to contribute to a range of office tasks as set out in the Job Description and Person Spec. You should be hard working, committed and caring.

In return, to the successful candidate, we offer:

- A place in a dynamic, supportive team
- Access to professional development
- An ethos that values and nurtures you as a professional
- Children who are genuinely well-behaved, welcoming and motivated
- Supportive and engaged parents
- A superb, state of the art building with fantastic facilities and plentiful resources.

We currently have 2 other very experienced administrative staff: Kaye Wilson is our Finance, Admin and Business Support Officer - she works 33 hours per week. Anna Young is our Admin and Community Engagement Officer – and also our Clerk to the Governing Board – she is full time (37 hours).

With an admin team of 3 staff, we will be well placed to successfully meet all of the tasks and challenges involved in continuing to make Grangetown a highly effective primary school as well as a happy and caring place to work and learn.

In terms of the Application Form, instead of completing the 'How you meet the essential requirements' section of the form (end of Part B), we'd like you instead to include a Letter of Application - word-processed & approx 1-2 sides of A4 - setting out why you feel you would be suitable for this post, and including any other information relevant to your application.

Good luck with your application!

Yours sincerely

Les McAnaney

Les McAnaney, HEADTEACHER

Enjoy - Respect - Achieve

