



JOHN RANKIN SCHOOLS

'Inspired to Learn – Challenged to Achieve'

Garford Crescent, Newbury, Berkshire, RG14 6EX

Telephone: 01635 42376

recruitment@jrs.w-berks.sch.uk

Executive Headteacher: Felix Rayner

Admin Assistant

(Maternity Cover)

**12 hours per week: Tuesday, Wednesday, Thursday and Friday
8.30am-11.30am (Term time only)
Salary - Grade C, £18,562 - £19,312 FTE (£5,056 - £5,261 Actual)**

Are you:

- ✓ Warm, with an outgoing personality?
- ✓ Professional, organised and calm under pressure?
- ✓ An excellent communicator with attention to detail?
- ✓ Methodical especially when multi-tasking?
- ✓ Comfortable with working independently and as part of a team?

We can offer:

- ✓ Supportive, enthusiastic and motivated colleagues with great team spirit
- ✓ Forward thinking schools united in the drive to continue raising standards and achievement - together
- ✓ Amazing school grounds in a central location

A job description, person specification and application form can be found on our website. Please feel free to contact the Infant Office should you have any specific queries.

Our school is a thriving and creative environment, where everyone matters.

Have a look at our website <http://www.jrs.w-berks.sch.uk> for further information.

Visits to school are warmly welcomed and encouraged.

Come and see for yourself what we have to offer. Application forms available on our website.

Closing Date: Friday 16th October 2020

Interviews: Wednesday 21st October 2020

John Rankin Federation is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Successful candidates will be subject to enhanced DBS disclosure and checks with previous employers.