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Web: [www.polehampton.org.uk](http://www.polehampton.org.uk)

Executive Headteacher: Miss Helen Ball BA (Hons) PGCE NPQH

Head of Juniors: Liz Castell BA (Hons), PGCert SENCO/ Helen Medcalf BA (Hons), PGCE

## Part time IT & Operations Assistant – Polehampton Schools – Junior school

Required for start of Spring term 2021

Fixed term contract for 1 year

Grade 4 Spine Point 7 to 11. Salary Range £20,092 - £21,748 pro rata

Hours: 12hrs/week, 4 mornings 8.30am – 11.30am (some flexibility with times)

Term time only

**We are looking for an enthusiastic, motivated individual to join our friendly, supportive staff.**

- The post will involve supporting the school business manager in the operational aspects of running the school to ensure maintenance of a safe environment for our children and staff. A large element of this role will involve ensuring the effective working of all IT aspects of the school by working alongside the school's IT support contractor. You will be an invaluable support for teaching staff to enable them to support children in being the best they can be every day

To be considered for this position you will need to:

- Have a good standard of literacy, numeracy and IT skills
- Be adaptable and willing to be involved in all aspects of school life
- Be fully committed to being part of a high functioning team
- Be a hard-working individual, prepared to support all staff in the school
- Be able to work independently and effectively
- Have good organisational and administrative skills

It would be an advantage if you

- Have had experience in the same or similar role

Please visit our website (vacancy section) for more information and an application form. [www.polehampton.org.uk](http://www.polehampton.org.uk)

**Virtual visits are warmly welcomed and encouraged.** Please contact the school office to make an appointment.

Closing date: 22<sup>nd</sup> March 2021 at 9.00am

Interviews: week beginning 29<sup>th</sup> March 2021

*This school is committed to safeguarding and promoting the welfare of children.*

*We expect all staff and volunteers to share this commitment.*

*All applicants will need to provide references and have a full DBS check and references before they start work.*