



School Office Staff - to start as soon as possible

Newton Leys Primary School & Nursery is a new, highly regarded local authority school, in the heart of the growing Newton Leys community. . Due to our on-going growth, we are seeking to appoint new team members in a number of roles across the Office and Support team, to start as soon as possible.

Financial Manager (Grade F - £23,866 - £28,221 pro rata – depending on skills & experience) – 37 hours per week, 40 weeks per year.

Administration Officer (Grade D - £9.72 - £10.44 per hour) – 37 hours per week, 38 weeks (+ INSET days by arrangement)

Cleaners (Grade B - £8.54 - £8.69 per hour) – varied hours available.

The ideal candidates will be flexible, hard-working professionals, who will work with the existing team to deliver outstanding support to our growing School Community.

For more information on the positions available, and an application form please visit our website www.newtonleysprimary.org or email recruitment@newtonleysprimary.org.

Closing date: Noon, 14 November 2018

Interviews: w/c 19 November 2018

Newton Leys Primary School is committed to safeguarding the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment. Appointment is subject to enhanced Disclosure and Barring Service (DBS) check for regulated activity (if the candidate has lived in the UK) and/or criminal/police checks for all other countries inhabited (irrespective of whether they worked in those countries).