



Woodstone Community Primary School

Heather Lane, Ravenstone, Leicestershire, LE67 2AH
Tel: 01530 519473 email: wpsoffice1@woodstone.leics.sch.uk
Headteacher: Mr P Mullins
Deputy Headteacher: Miss G Clement

Growing together, Learning forever

November 2020

Dear Candidate,

ADMINISTRATION ASSISTANT VACANCY – PERMANENT

Thank you for your interest in this post which will commence on 4th January 2021.

The post is for an Administration Assistant for 32.5hrs per week.

The hours of work are Monday to Friday, 8:00am – 3:30pm to include 1 hour for lunch (unpaid).
The role is paid at Grade 5 with attracts a full time salary of £18,933 (actual salary £13,802).

Holidays may only be taken during the school holidays. It is also expected that medical and other appointments are not arranged during working hours. This post is subject to a 6-month probationary period.

I enclose the following:

- Vacancy Advert
- Job Description and Person Specification
- Application Form

The closing date for applications is 9:00am Friday 4th December 2020. All candidates should make sure that they refer to the person specification when completing their application form.

Selection tasks and an interview will take place on Wednesday 9th December 2020. Details will be sent to shortlisted candidates.

Woodstone Community Primary School is fully committed to safeguarding and promoting the welfare of children. Applicants will be required to undertake pre-employment checks, such as an Enhanced Disclosure and Barring Service (DBS) check. We will also seek references from current employers and will follow up any gaps in employment history. If you have either lived or worked abroad, you will also be required to an Overseas Criminal Record Check from the relevant country.

We look forward to receiving your application.

Yours sincerely,

Mr P Mullins
Headteacher