



## **Staffing opportunities**

### **Trust position**

#### **Assistant to the Trust Business Manager**

This is a fulltime position 37 hours per week all year around.

Salary within range NJC point 22 -25 £27041 - £29577

This position carries an annual leave allocation of 26 days plus public holidays.

Progression is subject to annual performance management.

Reporting to Trust Business Manager.

The school is looking for an outstanding, enthusiastic and motivated Assistant to the Trust Business Manager to support the Trust Business Manager in all aspects of the Academy's Business responsibilities.

We are looking for highly effective person to carry out this responsible post. The post is varied and will require excellent communication and organisational skills and an ability to maintain absolute confidentiality at all times.

Previous experience within a Business management/HR/compliance role is essential and working within an educational setting is desirable.

### **Lacon Childe School**

#### **Office and Administration Manager**

Fulltime, permanent position 37 hours per week all year around.

Salary within range NJC Scale 5 points 12 -17 £22183- £24491

This position carries an annual leave allocation of 26 days plus public holidays.

Hours: 8am - 4pm, full time, (all year round plus annual leave entitlement, to be taken in the school holidays).

Progression is subject to annual performance management.

Reporting to Headteacher.

The school is looking for an outstanding, enthusiastic and motivated Office Manager to lead the administrative functions of the school ensuring statutory and office responsibilities are maintained to high standards and efficiently.

We are looking for highly effective person to carry out this responsible post. The post is varied and will require excellent communication and organisational skills and an ability to maintain absolute confidentiality at all times.

Previous experience within an Office management role is essential and working within an educational setting is desirable.

### **Trust Clerk to the Directors and Governing Boards**

Parttime, permanent position averaging approx. 3 hours per week

Salary within range NJC Scale 5 point 12– 17 £22183 - £24491 (fte)

Hours: Variable term time only, the majority of meeting are held early evenings

Progression is subject to annual performance management.

The Trust is looking for an outstanding, enthusiastic and motivated Trust Clerk To provide a professional clerking service to the Trust Board of Directors, Local Governing Boards to the Headsboard.

We are looking for highly effective person to carry out this responsible post. The post is varied and will require a flexible approach, excellent communication and organisational skills and an ability to maintain absolute confidentiality at all times.

We are looking for an experienced clerk or new entrant to the profession, who feel they have the required skills and attributes. Previous experience within an educational setting is desirable.

### **Lacon Childe School**

#### **Cover supervisor**

Temporary position 27.5 hours per week term time only

Salary within range NJC point 12- 17 £22183 - £24491 pro rata for term time and hours worked

Hours: 8.45am - 3.15pm with break and lunchtime allowance

Progression is subject to annual performance management

Reporting to Assistant Head in charge of staff cover

The school is looking for an outstanding, enthusiastic and motivated Cover Supervisor to support in the short- term absence of teaching colleagues.

We are looking for suitably qualified, highly effective and enthusiastic person to carry out this responsible post supporting pupils in all curriculum areas as required.

The post is varied and will require excellent communication and organisational skills and a desire to work with young people to ensure they achieve their very best.

### **Trust Position**

#### **Casual Catering Assistant**

Casual position hours per week as required, term time only

Salary range NJC Grade 1 point 2 fixed hourly rate £9.43

Reporting to Trust Catering Manager

The school is looking for an enthusiastic and motivated casual Catering Assistant who has the flexibility to cover absences at short notice. Within our busy catering service.

We are looking for a highly effective and enthusiastic person to join our team providing a full catering provision across the Trust schools.

### **Lacon Childe School**

#### **Minibus Drivers – Permanent and relief**

**Part time 10 hours per week term time only or relief as required**

**Hours of work 7.45 - 8.45am and 3.15 - 4.15pm daily**

**Salary Grade 1 point 4 £18933 fulltime equivalent**

**Actual pay £4240.64 per annum**

We are looking for enthusiastic and reliable drivers to join our team providing a morning and end of school transport service to pupils.

Applicants are welcomed from those who already have the D1 category on their driving licence or who are able to drive our minibus lite vehicles.

A minibus driver assessment, induction and first aid training will be arranged for the successful candidates.

## **Lacon Childe School**

### **Teaching Assistant level 2 (2 positions)**

One permanent , one temporary maternity cover

These are part time permanent positions, term time only, to support pupils throughout the school.

27.67 hours per week, days to be confirmed.

Actual work pattern

8.50am to 4.15 Mondays

8.50am to 3.15 pm Tuesday to Friday with 45 minutes lunchbreak days to be agreed

Salary Grade 3, pay range £19312-£19698 (pro rata for actual hours worked).

Progression is subject to annual performance management review.

Actual annual pay for hours indicated £11969 - £12208

The school is looking for an outstanding, enthusiastic and motivated Teaching Assistant to join our dedicated team supporting teaching and learning for children at our school.

The ideal Teaching Assistant will have:

- Previous experience in working with children;
- Or be working towards, a level two qualification;
- An understanding of how children learn and the complexities of this process;
- Strong interpersonal skills and a positive attitude;
- An understanding of Child Protection policies;
- Patience and empathy towards pupils;
- Good command of literacy and numeracy.

or further information and to obtain an application form and full job description, please see the Lacon Childe website or Trust website or contact Mrs S Broad, PA to the Headteacher on: Tel: 01299 270312 or email [admin@laconchildeschool.co.uk](mailto:admin@laconchildeschool.co.uk)

Closing date for applications: Monday 13<sup>th</sup> December 2021 at 9am with interviews held during week beginning 13<sup>th</sup> December (we reserve the right to close the application deadline early).

Lacon Childe School and The Shropshire Gateway Educational Trust are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Rigorous child protection procedures are in place. Appointments will be subject to Enhanced DBS checks and appropriate pre-employment checks.

