

GRANGETOWN PRIMARY SCHOOL



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Headteacher: Mr Les McAnaney
Deputy Headteacher: Mrs Lesley Russell
Chair of Governors: Mrs Sue Thomson

9th Sept 2020

Dear Applicant

Thankyou for showing an interest in our Administrative Assistant vacancy (Maternity Cover). A Job Description and Person Specification are enclosed. For further information, and for a flavour of the kind of school we are, please check-out our website.

You are also invited to visit us over the next couple of weeks (we are offering visits up to and including Wednesday 23rd September) – visits are warmly welcomed and encouraged.

Grangetown is an exciting and enjoyable place to work. The staff work as a team, and are friendly and welcoming.

We are seeking an Admin Assistant who is confident, flexible, hard-working and a good team-player. You should be organised, efficient and able to contribute to a range of office tasks as set out in the Job Description.

In return, to the successful candidate, we offer:

- A place in a supportive team
- Access to professional development and support, as required
- An ethos that values and nurtures you as a professional
- Children who are genuinely well-behaved, welcoming and motivated
- Supportive and engaged parents
- A well-resourced Office, with a good range of facilities, including IT and other equipment.

This opportunity has arisen because Amy Burlison, our Admin Asst, is going on maternity leave. Amy starts her maternity leave on Wednesday 14th October and plans to return to work on Monday 5th July 2021. We are hoping that our new Admin Assistant can start as soon as possible from Monday 12th October onwards, and we will be flexible to allow for any notice periods or DBS clearances, etc.

We have 2 other Admin staff: Kaye Wilson and Anna Young, both Admin & Finance Officers.

In terms of the Application Form, instead of completing the 'How you meet the essential requirements' section of the form (end of Part B), we'd like you instead to include a Letter of Application - word-processed & approx 1-2 sides of A4 - setting out why you feel you would be suitable for this post, and including any other information relevant to your application.

Good luck with your application!

Yours sincerely

Les McAnaney, Headteacher

Enjoy - Respect - Achieve

