



# GREEN SHEETS

[www.schoolvacancies.co.uk](http://www.schoolvacancies.co.uk)

WEEK BEGINNING  
**FEBRUARY 1 2010**

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## Ballot to stop SATs goes ahead with parents groups' blessing

The National Association of Head Teachers (NAHT) and the National Union of Teachers (NUT) have voted to ballot for industrial action to boycotting Key Stage 2 SATs for 2010.

In a joint statement, they said they were saddened that the Government has failed to respond positively despite both organisations having put forward 'clear and positive alternatives' to SATs.

'This action would be to frustrate the administration of SATs – it would categorically not be strike action.

Children will attend school during SATs week (in May), but instead of undergoing the tests they will have a normal week,' said the statement.

'We give parents an absolute guarantee that their child's progress at the end of the Primary phase will be accurately reported by schools taking part in the action. These outcomes will also be communicated to Year 7 teachers in a timely and accurate manner that does not depend on the

uncertainty of waiting to receive SAT results.'

Mick Brookes, general secretary of the NAHT said: 'The current system has resulted in thousands of children moving to the next phase of their education with misleading information about their ability. It has also led, quite unjustifiably, to schools and their communities being labelled as "failing" with the consequence of damaging recruitment of headteachers and worsening their working environment.'

*The Guardian* reported last week that parents groups had come out in support of the threatened boycott. Justine Roberts, managing director of the website Mumsnet, said: 'SATs are generally not overly popular,' and Margaret Morrissey, of campaigning group Parents Outloud, said: 'I wish every teacher would boycott the tests – that way we wouldn't have league tables and most parents would be happier.'

## PLEASE DISPLAY GREENSHEETS IN YOUR STAFF ROOM

Please display Greensheets prominently for your staff. It is a valuable career development resource.

It may be appropriate to display the non-teaching supplement somewhere accessible to parents and visitors, who may be seeking term time work (e.g. your public notice board).

The deadline for advertisement copy is 3pm on Thursday. Advertisements will be placed in the next available issue following receipt unless they are clearly marked with an intended publication date.

Greensheets is delivered by second class post to arrive in schools between Monday and Wednesday.

The website is updated weekly on Monday, and e-mail subscribers and schools that opt to receive a printable version by e-mail receive their mailings on Monday.

**SPIKE**  
  
PUBLICATIONS

Further information from:  
SPIKE Publications

PO Box 7627, Hungerford, Berkshire RG17 9YS  
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[www.schoolvacancies.co.uk](http://www.schoolvacancies.co.uk)



[www.highwood.wokingham.sch.uk](http://www.highwood.wokingham.sch.uk)

Highwood Primary School,  
Fairwater Drive,  
Woodley,  
Reading RG5 3JE  
Tel: 0118 926 5493



## Headteacher

**Leadership scale L13 - L19**

**Group 2**

**+ Recruitment & Retention Allowance  
– details on application**

Starting September 2010

If you are an inspirational leader, come and help us build on our foundations and develop Highwood into an outstanding extended school, at the heart of our community here in Woodley.

We are proud of the success of our school, which is supported by our thriving Nursery and Language Resource.

**At Highwood, we have:**

- a committed and enthusiastic staff
- 200 caring pupils with a positive attitude to learning
- a very supportive Governing Body and PTA
- an extremely well resourced school.

Visits to the school from prospective applicants will be warmly welcomed.

**Applications are available from the  
Chair of Governors, c/o the school office,  
tel: 0118 926 5493.**

**Closing date: Noon, 5th February 2010  
Interviews: week beginning 8th February 2010**



## PRIMARY EDUCATION including Nursery

### HEADSHIPS

See boxed advertisements on this page (Highwood Primary School – Wokingham), page 3 (Mortimer St Mary's Junior School – West Berkshire), and page 4 (Englefield Primary School – West Berkshire; Christ Church Infant School – Surrey)



### John Rankin Junior School

Henshaw Crescent  
Newbury  
Berkshire  
RG14 6ES

Tel: 01635 42859

office.jrj@westberks.org



#### An exciting opportunity ...

We are looking for a committed professional to cover a maternity leave, commencing April 2010.

#### Are you a teacher who is ...

- **passionate about meeting the needs of all learners?**
- **keen to challenge young minds and make a difference?**
- **willing to share expertise and lead by example?**

If so, this could be for you!

This post will attract a TLR2 incentive for the correct candidate, which will be one who can lead on, and provide support and guidance in, Mathematics across the school. Strength in ICT would also be an advantage.

Visits to the school are both welcomed and encouraged. Contact headteacher Sue Brown, through the school office.

Further information available from the school

**Closing date:** Midday on 9 February 2010

**Interviews:** 12 February 2010

*John Rankin Junior is committed to following West Berkshire guidelines for safer recruitment, ensuring the protection of all pupils.*



*“Growing together, striving for excellence”*



### ST EDWARD'S SCHOOL

64 TILEHURST ROAD  
READING RG30 2JH  
Tel: 0118 957 4342

Email: [admin@stedwards.org.uk](mailto:admin@stedwards.org.uk)  
Web Site: [www.stedwards.org.uk](http://www.stedwards.org.uk)

## FULL TIME HEAD OF MATHEMATICS REQUIRED

**From September 2010**

An **experienced**, qualified teacher to lead the Mathematics Department in this successful and friendly, all-boys independent day school. Duties will include teaching mathematics from Year 3 to Year 8 and acting as a Year 7 Tutor.

Please contact the school office for an application pack on 0118 957 4342 or email [admin@stedwards.org.uk](mailto:admin@stedwards.org.uk)

**Closing date:** 12<sup>th</sup> February 2010

**Interviews:** 26<sup>th</sup> February 2010

*St Edward's School is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Criminal Records Bureau.*

## PRIMARY EDUCATION

### including Nursery

#### OTHER POSTS

##### BUCKINGHAMSHIRE

See advertisements on page 5 (Holtspur School – SENCo/Manager of Language Department; Chepping View Primary School – KS2 English), and page 6 (Chepping View Primary School – FS 0.4)

##### INDEPENDENT

See advertisement on page 2 (St Edward's School – Head of Maths)

##### OXFORDSHIRE

See advertisement on page 6 (Kidmore End Primary School – FS/KS1)

##### READING

See advertisements on page 4 (Battle Primary School – Year 6), and page 5 (Cranbury College – Teachers, Special Education)

##### WEST BERKSHIRE

See advertisement on page 2 (John Rankin Junior School – Maternity Cover, possible TLR2)

##### WOKINGHAM

See advertisement on page 6 (South Lake Primary School – KS1 & FS2)



### MORTIMER ST MARY'S CHURCH OF ENGLAND VOLUNTARY AIDED JUNIOR SCHOOL

The Street, Mortimer, Reading, Berkshire RG7 3PB

Tel: 0118 9332491

Fax: 0118 9331013

e-mail: office.msm@westberks.org

Website: www.msm.westberks.org



**‘This is a good school in which pupils achieve well and show confidence and enjoyment in their learning’**

*OFSTED 2007*

**‘The distinctiveness and effectiveness of St Mary’s as a church school is outstanding’**

*SIAS REPORT 2007*

## Headteacher (L11-17)

**Appointment to commence January 2011**

Due to the retirement of our successful Headteacher, we are looking for an inspirational, aspirational, professional and enthusiastic leader to build on our many successes and take the school forward.

#### The Governors are looking for someone who is:

- A first-rate classroom practitioner dedicated to encouraging and nurturing pupils and staff
- Able to engage comfortably and effectively with children, parents, staff and the wider community
- Supportive of the distinctive Christian ethos of our school and committed to developing and strengthening our close links with the church
- Willing and able to maximise on ‘the school’s outstanding capacity for improvement’
- Committed to the principles of ‘Every Child Matters’.

#### We are offering you:

- A thriving happy school with 241 pupils currently on roll
- Pupils who behave ‘excellently’ (*Ofsted 2007*), enjoy school life and are keen to learn
- A talented, professional and committed staff
- A dedicated and supportive Governing Body.

Application forms can be obtained from the school office or downloaded from our website (please contact the school for login details). Visits to the school are warmly welcomed – please telephone to arrange a suitable appointment.

**Closing date: 12 noon 23<sup>rd</sup> February 2010**

**Interview dates: 17<sup>th</sup> and 18<sup>th</sup> March 2010 (please be available for both days)**

*Mortimer St Mary's School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. This post is subject to an enhanced CRB disclosure.*



# Headteacher

Englefield CE (Aided) Primary School

Learning in a caring environment



Our Headteacher is retiring after 14 years, during which she has created a modern, happy and highly successful school, strongly supported by its staff, governors and parents. We are looking for a person to lead the team at our popular church school and to build on its achievements.

Englefield is a "good school with many outstanding features" (OfSTED). We are seeking an individual with the experience and vision to take our school forward to the next stage, building on its excellent reputation as a small rural village school, situated at the heart of a thriving community, in which Christian values are central to the ethos of the school and its teaching.

Our school can offer you:

- an excellent reputation and history of high achievement;
- close links to the village, local churches and Estate;
- a lovely environment close to Reading and only 5 minutes from Junction 12 of the M4;
- a committed and well-motivated team of staff and governors including an exemplary School Business Manager;
- strong parental involvement and an active PTA;
- "Happy and confident learners" (SIAS).

We wish to appoint a Headteacher who:

- will be an outstanding, enthusiastic, flexible and inspirational leader;
- can build on the strengths and expertise of the existing team;
- can inspire high expectations in teaching and learning;
- has strong communication and management skills;
- has excellent knowledge of teaching and learning across the primary curriculum.

Salary range:  
Group 1  
ISR 9-15

NOR: 111

Location:  
West Berkshire

Start Date:  
September 2010

Application  
Closing Date:  
February 12, 2010

Interview Dates:  
March 3 & 4, 2010

Please contact the school to arrange a visit by email [office.englefield@westberks.org](mailto:office.englefield@westberks.org) or phone 0118 930 2337. Further details and application forms are available from <http://www.englefield.westberks.org>

The school is committed to safeguarding and promoting the welfare of children. The successful candidate will be subject to an enhanced CRB check.



## Christ Church C of E (VA) Infant School,

Virginia Water, Surrey, GU25 4PX  
<http://www.christ-church-infant.surrey.sch.uk>

### Headteacher

Required for September 2010  
Group 1, ISR : L8 - L14, NOR 113

**An exciting opportunity exists for the right person looking for their first step into Headship.**

The pupils, staff and governors of this successful, Christian school are looking for a forward looking, enthusiastic highly motivated person to lead them into the future.

The right person will:

- Deliver clear and dynamic leadership
- Build on and improve current achievements amongst pupils and staff
- Manage change effectively
- Continually improve our school

We offer:

- An excellent career stepping stone
- A caring and supportive school ethos
- Motivated children and a dedicated team
- A committed and supportive governing body
- A pleasant learning environment with outstanding grounds

If this challenge is for you then please contact the school to plan your visit.

To obtain an Application Pack and to apply telephone the school on 01344 842308 or email [info@christ-church-infant.surrey.sch.uk](mailto:info@christ-church-infant.surrey.sch.uk)

Closing Date: 5th February 2010

Interviews : Week commencing 22nd February 2010

*The school is committed to safer recruitment and aims for quality services and equal opportunities for all. Any appointment will be subject to a fully enhanced CRB check.*



Diocese of Guildford



INVESTOR IN PEOPLE



REWARDING COMMITMENT



Healthy School



## Battle Primary School

Cranbury Road, Reading RG30 2TD  
Tel: 0118 901 5421; Fax: 0118 901 5423  
Email: [admin.battle@reading.gov.uk](mailto:admin.battle@reading.gov.uk)

### Key Stage 2 – Year 6 Permanent Post

**Do you want to make a difference?**

**Are you stimulated and excited by a challenge?**

**Do you want to join our 'Battle for Excellence'?**

We are looking for a teacher who relishes a challenge and is keen to join our enthusiastic team. Battle Primary School is a large, friendly Reading school serving the local multi-cultural community. The school environment and resources have benefitted from a major investment, which is ongoing.

In November 2009, the school was successfully led out of Special Measures, with Ofsted stating: 'Well-targeted and successful actions for improvement have had the desired impact... The school has good capacity to sustain further improvement'.

Visits to the school are welcomed – please telephone to arrange. Application packs are available from the school office. Please do not send a CV as, for the purposes of Equal Opportunities, we can only accept Reading Borough Council application forms.

**Closing date: Thursday 4<sup>th</sup> February 2010**

**Interviews week beginning 9<sup>th</sup> February 2010**

*This school is committed to safeguarding and promoting the welfare of children and young people, and expects its entire staff to share this commitment. An enhanced Criminal Records Disclosure will be sought from the successful candidate.*



Please mention  
**GREEN SHEETS**

when applying for vacancies

**DIRECTORATE OF  
EDUCATION & CHILDREN'S SERVICES**

CRANBURY COLLEGE, CRANBURY ROAD, READING

## Teachers

**Hourly paid based on experience** Ref: EDC1182

**Are you looking for a challenge? Do you have the skills to provide creative and engaging teaching for young people who are facing emotional, social and behavioural challenges?**

We are recruiting qualified, GTC registered teachers to work individually with children in their homes, community centres or Cranbury College. You may also work with small groups of pupils in the college.

### Do you want to find out more?

You are invited to a meeting at Cranbury College on **Wednesday, 10th February 2010 at 4.00pm**

For more information, please contact **Pauline White** on **0118 937 6847**

**Applications to be submitted following visits to the college.**

### To apply...

Application forms can be downloaded or completed online at [www.reading.gov.uk](http://www.reading.gov.uk).

Alternatively, email: [recruitment@reading.gov.uk](mailto:recruitment@reading.gov.uk) quoting the reference number or call **0118 939 0039** (24 hour answerphone). Please do not send a CV. For the purposes of equal opportunities, we can only accept Reading Borough Council application forms.

An Enhanced Criminal Records Disclosure will be sought from the successful candidates.

**An extensive range of benefits is on offer, visit [www.reading.gov.uk](http://www.reading.gov.uk) to find out more.**

Equal opportunities for all.  
Positive about disability.



## Holtspur School

Cherry Tree Road  
Beaconsfield  
HP9 1BH  
01494 674325  
[office@holtspur.bucks.sch.uk](mailto:office@holtspur.bucks.sch.uk)

### SENco/Manager of the Language Department MPS + SENco allowance

We are seeking a highly motivated and caring teacher for our SEN pupils; teaching a small group in the mornings and coordinating support staff and outside agencies in the afternoons. This is for a year in the first instance to cover maternity leave.

Experience of working with special needs pupils would be beneficial. Part-time a possibility.

Please contact the school office for further details or a visit.

**Closing date: 15th February 2010**



## CHEPPING VIEW PRIMARY SCHOOL

Cressex Road, High Wycombe, Bucks HP12 4PR  
A National Support School  
01494 535564 • NOR: 415 • Age 4-11

**Judged Outstanding by Ofsted – October 2009**  
**Headteacher Mr R G Millington M.Sc**

**A National Leader in Education**

Visit our website: [www.cheppingviewpri.bucks.sch.uk](http://www.cheppingviewpri.bucks.sch.uk)



## TEACHER VACANCY

The Governors of this successful and well resourced school wish to appoint a highly motivated, outstanding **teacher of English** to raise standards in writing across **K.S.2**.

**As a professional development school, we can offer you:**

- The best opportunity for career progression
- Children who are keen to learn and achieve
- A supportive staff and Governing Body.

**You will be:**

- An excellent teacher who can inspire children and colleagues
- Have a commitment to raising standards
- Demonstrate excellent classroom practice
- Work effectively as part of a team.

**Start date: 19th April 2010 or September 1st 2010**  
Salary depending on qualifications and experience.

The appointment would preferably be full time, but part time would be considered.

Visits to the school are welcome. Contact the school office for more details and to arrange a visit – [office@cheppingviewpri.bucks.sch.uk](mailto:office@cheppingviewpri.bucks.sch.uk)

**Closing date: 3rd February 2010**

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All Greensheets vacancies can also be found on the internet at [www.schoolvacancies.co.uk](http://www.schoolvacancies.co.uk)

If you do not have e-mail or internet access, you can subscribe to the paper version for a small fee which covers mailing costs. Subscriptions cost £10 for 12 issues.

Overseas: £12 for 12 issues.

Non-teaching posts only (delivered within the UK): £5 for 12 issues.

For a postal subscription, send details of your name and address, together with a cheque payable to Spike Publications, to PO Box 7627, Hungerford, Berkshire RG17 9YS.





**South Lake Primary School**  
Campbell Road, Woodley  
Reading RG5 3NA  
[www.southlake.wokingham.sch.uk](http://www.southlake.wokingham.sch.uk)

## KEY STAGE 1 TEACHER

An opportunity to join our successful KS1 team, initially teaching in a Year 2 class, covering maternity leave from the Summer term 2010 onwards.

We offer a happy, supportive and successful staff.

We would welcome applicants with high expectations, commitment and good classroom practice.

*Interview date: Tuesday 9<sup>th</sup> February 2010 - PM.*

## FOUNDATION 2 TEACHER

We are looking for a Foundation Stage 2 teacher for the Summer term.

Are you caring and committed?

Do you have high expectations and good classroom practice?

If so, we would like to hear from you. We offer excellent facilities and a happy, supportive and successful staff team.

*Interview date: Thursday 11<sup>th</sup> February 2010.*

If you are interested in these positions, please contact Mrs Lamb, Headteacher, for an application pack. Visits to school will be warmly welcomed.

**Tel no: 0118 969 1672**

**e-mail: [admin@southlake.wokingham.sch.uk](mailto:admin@southlake.wokingham.sch.uk)**

**Closing date: 3.30 pm on Friday 5<sup>th</sup> February 2010**

*The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*

## CHEPPING VIEW PRIMARY SCHOOL

Cressex Road, High Wycombe, Bucks HP12 4PR  
A National Support School  
01494 535564 • NOR: 415 • Age 4–11

**Judged Outstanding by Ofsted – October 2009**

**Headteacher Mr R G Millington M.Sc**

**A National Leader in Education**

Visit our website: [www.cheppingviewpri.bucks.sch.uk](http://www.cheppingviewpri.bucks.sch.uk)



## TEACHER VACANCY FOUNDATION STAGE

The Governors of this successful and well resourced school wish to appoint a talented and highly motivated teacher to work in our Foundation Stage Department (0.4) for one term in the first instance.

**As a professional development school, we can offer you:**

- The best opportunity for career progression
- Children who are keen to learn and achieve
- A supportive staff and Governing Body.

**You will be:**

- An excellent teacher who can inspire children and colleagues
- Have a commitment to raising standards
- Demonstrate excellent classroom practice
- Work effectively as part of a team.

Start date: Monday 19<sup>th</sup> April 2010

Salary depending on qualifications and experience.

Visits to the school are welcome. Contact the school office to arrange a visit at your earliest opportunity – [office@cheppingviewpri.bucks.sch.uk](mailto:office@cheppingviewpri.bucks.sch.uk)

**Closing date: 3<sup>rd</sup> February 2010**

## INDEPENDENT SCHOOLS

See advertisement on page 2 (St Edward's School – Head of Maths)

## MIDDLE SCHOOL EDUCATION

See advertisement under Independent Schools (St Edward's School – Head of Maths)

## MISCELLANEOUS

See advertisement on page 5 (Cranbury College – Teachers, Special Education)

## SECONDARY EDUCATION

See advertisement on page 5 (Cranbury College – Teachers, Special Education)

## SPECIAL EDUCATION

See advertisement on page 5 (Cranbury College – Teachers)

## KIDMORE END C.E. (Aided) PRIMARY SCHOOL

Chalkhouse Green Road, Kidmore End, Reading RG4 9AU

Tel: 0118 9723149

Email: [office.3807@kidmore-end.oxon.sch.uk](mailto:office.3807@kidmore-end.oxon.sch.uk)

[www.kidmore-end.oxon.sch.uk](http://www.kidmore-end.oxon.sch.uk)



## Foundation/Key Stage One Teacher

**Required for September 2010**

**We can offer you:**

- A happy, successful school
- Friendly staff who will support you
- Delightful children who are taught in single year groups
- A beautiful rural location only a 15 minute drive from the centre of Reading.

**We would expect you to:**

- Be passionate about the education of young children
- Have high expectations of work and behaviour
- Be enthusiastic about improving pupils' life chances
- Be committed to Safeguarding children
- Be a good team member
- Be a leader of a curriculum area (unless an NQT).

The successful applicant will work in Foundation Stage for at least the first year. Newly Qualified Teachers are welcome to apply, but preference will be given to those who already have experience working with this age group.

You will find out more about the school on the website, but we recommend that you visit to meet the staff and children and see us in action. Please telephone the school for an application form and job description and to arrange a visit.

**Closing date for applications is Thursday 25<sup>th</sup> February, noon.**

**Interviews will be held on Friday 12<sup>th</sup> March.**



OXFORDSHIRE  
COUNTY COUNCIL  
LEARNING & CULTURE  
[www.oxfordshire.gov.uk](http://www.oxfordshire.gov.uk)



# GREEN SHEETS

non-teaching vacancies

WEEK BEGINNING **FEBRUARY 1 2010**

## ADMINISTRATION

See advertisements on this page (Cippenham Nursery School – Office Manager; Wilson Primary School – Clerk to Governors)

## CARETAKING & CLEANING

### Independent

THE HIGHLANDS SCHOOL, WARDLE AVENUE, TILEHURST, READING, BERKS RG31 6JR

TEL: 0118 942 7186 E-MAIL: enquiries@highlandsschool.co.uk

**LIVE IN CARETAKER/ SCHOOL BUS DRIVER** required for immediate start for small independent school in Tilehurst. Clean D1 driving licence necessary. 45 hpw, £16,500 pa. Contact Highlands School for an application pack.

**Closing date: February 8, 2010**

Interviews: February 12, 2010.

*The Highlands School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Criminal Records Bureau.*

## EARLY YEARS PRACTITIONERS

See advertisements on page 2 (Caversham Children's Centre – NVQ 3 or equivalent; Cippenham Nursery School – NVQ 3)



Happy to be Here

## Cippenham Nursery School

St Andrews Way, Slough, Berks, SL1 5NL

Tel: 01628 661506 Fax: 01628 559839

E Mail: office@cns.slough.sch.uk

Headteacher: Mrs Jean Pocock

## OFFICE MANAGER Finance/Reception

Required from March 2010

Slough Grades Scale 18-26

30 hrs, term time only

£12371 - £15856

*Cippenham Nursery School is situated to the West of Slough in a new attractive building. We take 160 3-4 year old children and share our site with a Sure Start Children's Centre.*

We are seeking to appoint a committed and self motivated Office Manager who will work alongside the Headteacher and Governing Body. The successful candidate should have:

- Enthusiasm to run a busy, efficient and friendly school office
- A good working knowledge of school finance systems (SIMS and FMS an advantage)
- Appropriate IT skills
- Experience in HR and Site Management
- Knowledge of Health and Safety Policies and Procedures
- Good interpersonal skills and an ability to work calmly under pressure.

*The school is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. An enhanced Criminal Records Disclosure will be sought from the successful candidate.*

Please contact the school for further information and application forms. Visits welcome.

**Closing date: Friday 5 February 2010.**

## WILSON PRIMARY SCHOOL

WILSON ROAD, READING, BERKS RG30 2RW

Tel: 0118 9015573 Fax: 0118 9015575

E mail: admin.wilson@reading.gov.uk

Head teacher: Miss Mo Galway



## CLERK TO GOVERNORS

To provide administrative and organisational support to the governing body. 100-120 hours a year. £7.64 - £9.91 hour depending on experience.

We are seeking a well organised, flexible person with good interpersonal and record keeping skills, to

- Keep up to date with matters relevant to school governance and attend local authority briefings.
- Provide advice on procedures to governors.
- Distribute agendas, produce clear and accurate minutes and be responsible for the safe keeping of governing body records, policies and documents.
- Access a computer and use the internet/e-mail, working mainly from home.
- Attend day and evening meetings.
- Work in confidence and use discretion at all times.

Training will be provided if necessary. Visits are welcome to the school. Please apply to the head teacher.

**Closing date: Friday 5<sup>th</sup> February**

**Interviews: Thursday 11<sup>th</sup> February**

*The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced criminal record disclosure will be sought from the successful candidates.*



## Highwood Primary School

Fairwater Drive, Woodley,

READING, Berkshire RG5 3JE

Tel: 0118 926 5493 Email: finance@highwood.wokingham.sch.uk

## ICT Technician

Grade 4 • Scale point 18-21 • £8.89 per hour

The Governing Body and Headteacher wish to appoint a highly skilled and well organised ICT Technician to join their friendly and hard-working team. The school has undergone significant refurbishment over the last 12 months, including a new Media Suite with Thin Client PCs and a wireless network across the school.

We are seeking a technician to work for 15 hours a week during term-time to support our staff and pupils' use of ICT. The successful ICT Technician will be responsible for providing technical support and implementing procedures, in line with the school's ICT Policy. Responsibilities will also include the further development and administration of the school's website, and support for the provision of curriculum content on the school's V.L.E. With a number of years' experience of ICT support, you will have excellent communication skills, and knowledge and experience of the following:

- Windows XP/2003/2008 (including Active Directory and Account Mgmt)
- Exchange Server 2003 ■ Office 2003 2008

Also experience of building workstations and supporting desktop PCs, laptops and other network peripherals, within both LAN and wireless server environments.

You will have worked in a school environment in the past, be efficient, well organised and an excellent communicator.

To find out more about our school, please visit [www.Highwood.wokingham.sch.uk](http://www.Highwood.wokingham.sch.uk) Visits to the school are warmly welcomed and encouraged.

Further details and an application pack can be obtained from Mrs Cindy Edwards, Bursar.

*This School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. An Enhanced Criminal Records Disclosure will be sought from the successful candidate.*

**Closing date: Monday 8<sup>th</sup> February 2010**

Interviews to be held mid February.



**PLEASE DISPLAY ON YOUR NOTICE BOARD**

## MISCELLANEOUS

See advertisements on cover page (Highwood Primary School – ICT Technician), and on this page (Caversham Children's Centre – Modern Apprentice; Crocodile After School Club – Play Worker Manager)

## SUPPORT STAFF

See advertisements on cover page (Highwood Primary School – ICT Technician), and on this page (Caversham Children's Centre – Modern Apprentice)



### EARLY YEARS PRACTITIONERS NVQ 3 IN CHILDCARE & EDUCATION (DCE)

Scale points 11-17

Full-time - Maternity Cover

37 hrs weekly term time only • £13195 - £14976

**REQUIRED APRIL 2010**

Required to work as part of a classroom based team of teachers and early years practitioners, developing and implementing the curriculum within nursery and assisting the family support team in delivering parenting skills sessions to promote child development.

The successful applicants must be enthusiastic, qualified early years practitioners with a good understanding of child development and an interest in supporting families, be able to work flexibly as part of a team, and have good communication skills. Cippenham Nursery School is working in partnership with Slough Sure Start to provide Children's Centre services.

*We are committed to safeguarding and promoting the welfare of children and expect all staff to share this commitment. An enhanced CRB Disclosure will be required.*

For further information, application packs, or to arrange a visit contact:

Jean Pocock, Headteacher  
**CIPPENHAM NURSERY SCHOOL**  
ST ANDREWS WAY, CIPPENHAM, SLOUGH SL1 5NL  
office@cns.slough.sch.uk  
Tel: 01628 661506

**Closing date: Friday 5 February 2010**



### CROCODILE CLUB at STOCKCROSS SCHOOL



Chapel Road, Stockcross, Newbury, Berkshire RG20 8LD

#### After School Club Play Worker Manager

We need a professional, experienced and energetic After School Manager to manage our highly successful after school club in West Berkshire.

You will be required to assist in driving forward the improvement of the Club, implementation of daily play opportunities for the children within your care. You will have daily responsibility for the design and implementation of our play activities and smooth running of the daily Club operations and a fun team of play workers and volunteers.

This is an exciting opportunity to develop your existing management skills, raise the quality of play activities offered, and take charge of a successful After School Club. This is a challenging and rewarding role and we would give you support at every level.

Previous experience of managing an After School Club and Level 3 play worker qualification is a minimum requirement.

Salary range £9 to £13 per hour.  
Term time only – February to July & September to December.  
Hours: 15:15pm to 17:45pm, Tuesdays to Thursdays.

Contact Paul Morgan • Telephone: 0118 909 4964  
Mobile: 07974 729986 • Email: pmorgan@microsoft.com

**Applications close at the end of February**

### CAVERSHAM CHILDREN'S CENTRE

114 Amersham Road, Caversham,  
Reading RG4 5NA  
T: 0118 937 5429

E: admin.cavershamchildrenscentre@reading.gov.uk

**Caversham  
Children's Centre**



Caversham Children's Centre is a new, exciting venture as part of the Government's wider strategy for integrated provision for children, young people and their families. This is a great opportunity to work in a unique environment offering children a variety of activities, high quality education and day care provision under one roof.

## Early Years Practitioner

Scale 3, **£15,725 - £16,830 pa**

Full-time, 37 hours per week • 52 weeks per year

Permanent

Required to work in Kingfisher Daycare

We are looking for a qualified, committed and experienced early years practitioner to work in our Daycare facility. The successful applicant will be able to help us provide a happy, safe and stimulating environment and to take part in planning & preparing the curriculum. Duties also include record keeping & assessment, delivering group activities and working closely with parents and the wider children's centre team.

The successful applicant should have experience of the Early Years Foundation Stage, an excellent understanding of child care and development, be qualified to NVQ Level 3 or equivalent in childcare and have good interpersonal and organisational skills.

## Modern Apprentice

Trainee Allowance of **£95 a week** increasing to the National Minimum Wage after 12 months

Full-time, 37 hours per week • 52 weeks a year working on a shift rota to cover the hours of 7.45am - 6.15pm

Required to work in Kingfisher Daycare

We are looking for a full time modern apprentice to work alongside the daycare team, caring for children from birth through to 5 year olds. You will be supported in gaining confidence and experience with young children whilst studying to gain an NVQ2 in Childcare & Education on a day release basis.

Applicants should have a caring and responsible attitude and be willing to work in a busy environment with a flexible approach to work.

*Please do not send a C.V. For the purposes of Equal Opportunities we can only accept Reading Borough Council application forms. We are committed to safeguarding and promoting the welfare of children and young people and expect staff and volunteers to share this commitment. An enhanced Criminal Records Disclosure will be sought from the successful candidate.*

For further information on the above posts, application packs or to arrange a visit, contact **Jean James**, Daycare Manager on **0118 937 5429** or via email to

**admin.cavershamchildrenscentre@reading.gov.uk**

**Closing date for both posts:**

**6pm, Wednesday 10 February 2010**

**Interviews: Modern Apprentice – Tuesday, 23 February 2010**

**Early Years Practitioners – Tuesday, 2 March 2010**

Equal opportunities for all

