



# GREEN SHEETS

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

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**JANUARY 30 2012**

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## Questions for Gove from people 'on the receiving end'

The Commons Education Committee was 'overwhelmed' with responses when it asked the public to send questions via Twitter for education secretary Michael Gove, who faces questioning by the committee this week.

But committee chairman Graham Stuart rejects suggestions that the committee was effectively asking people to do the MPs' work for them.

He told the *BBC 5 Live Breakfast* programme: 'It is one more way of trying to break down the barriers between one man at his desk in Whitehall who is in charge of the whole education system and people out there who are on the receiving end.'

'If we can do that in a small way, I hope it will make people feel part of the democratic process and also make us better able to do our job of defending and speaking up for people out there who have to live with

government policy.'

He added: 'We have been overwhelmed by how many [questions] there have been... For the last few days, there have just been hundreds and hundreds and ultimately thousands, I think.'

The *BBC* website says there have been questions on issues ranging from teacher support and careers advice to academies and free schools, a new national curriculum and staff morale.

Other subjects raised include the future of special needs education and vocational training in England.

'What we want to do by using Twitter is to ensure the questions are succinct and we can focus on the issues and areas that people out there – whether they are parents, teachers or people involved in social care – want to raise,' said Stuart.

MPs will ultimately decide which questions to put to the education secretary at Tuesday's hearing.

## 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.



Further information from:  
SPIKE Publications, Broadway, Salisbury Road,  
Pewsey, Wiltshire SN9 5NZ  
Tel: 01672 569209  
[enquiries@spikepublications.co.uk](mailto:enquiries@spikepublications.co.uk)  
[www.schoolvacancies.co.uk](http://www.schoolvacancies.co.uk)

## PRIMARY EDUCATION including Nursery

### HEADSHIPS

See advertisement on this page (Waltham St Lawrence Primary School, Windsor & Maidenhead)

### LEADERSHIP SCALE

See advertisement on this page (St Paul's Junior School, Wokingham Borough Council)

### OTHER POSTS

#### BRACKNELL FOREST

See advertisement on page 4 (Birch Hill Primary School – Year 6 Maternity Cover)

#### HILLINGDON

See advertisements on page 3 (Hermitage Primary School – Inclusion Manager / Experienced EYFS or KS2 class teacher, TLR), and page 4 (Hayes Park School – Class Teacher, initially Year 3)

#### READING

See advertisement on page 5 (Wilson Primary School – FS2 Teacher)

#### SLOUGH

See advertisements on page 3 (IQRA Primary School – KS1 and KS2 Teachers), and page 4 (Wexham Court Primary School – EYFS, KS1 or KS2 Teachers)

#### WEST BERKSHIRE

See advertisements on page 3 (Francis Baily Primary School – UKS2 Teacher), page 4 (Mortimer St John's Infant School – Class Teacher), and page 5 (Parsons Down Infant School – FS Team Leader, TLR2a)

#### WINDSOR & MAIDENHEAD

See advertisement on page 5 (Alwyn Infant and Nursery School – FS Team Leader, TLR2)

## MISCELLANEOUS

See advertisement on page 6 (The Teaching Supply Agency)

## SECONDARY EDUCATION

See advertisement on page 6 (The Willink School, West Berkshire Council – Teacher of Maths)



### Waltham St Lawrence Primary School

School Road, West End, Waltham St Lawrence,  
Reading Berks RG10 0NU  
T: 0118 934 3248 | E: walthstlawrence@rbwm.org  
www.wslprimary.co.uk

## HEADTEACHER

ISR: 10-16 | NOR:120 | Age Range: 4-11 years  
Start Date: September 2012

The Governors seek to appoint someone with the vision to lead our thriving village school.

Our children seek a Headteacher who has a sense of humour, energy and the passion to encourage each child to fulfil his or her full potential as an individual.

Our staff seek a Headteacher who has proven leadership with effective management and teaching skills and who is able to support all staff with their continuing professional development.

#### We can offer:

- a vibrant and caring learning environment at the heart of the community
- engaging, happy and well-motivated children
- a dynamic, enthusiastic and talented team
- a commitment to your professional development.

#### We are seeking a Headteacher who:

- is an inspiring role model for pupils and staff
- is an excellent communicator on all levels: pupils, parents and staff
- has a high expectation for children's achievement and behaviour.

Visits to the school are welcome by appointment.

For further details and an application form please contact **Lynda Hughes** at [walthstlawrence@rbwm.org](mailto:walthstlawrence@rbwm.org) or on **0118 934 3248**.

*Waltham St Lawrence Primary School is committed to safeguarding and promoting the welfare of children and young people. An enhanced CRB disclosure is required for this post.*

Closing date: 24 February 2012 • Interview date: 7 March 2012

THE ROYAL BOROUGH OF WINDSOR & MAIDENHEAD

## St Paul's CE Junior School

Oxford Road, Wokingham, Berks RG41 2YJ  
Telephone: 0118 978 5219  
email: [office@stpauls.wokingham.sch.uk](mailto:office@stpauls.wokingham.sch.uk)  
[www.stpauls.wokingham.sch.uk](http://www.stpauls.wokingham.sch.uk)



## Deputy Headteacher

Required from 16<sup>th</sup> April 2012  
Salary range L7-L11 depending on experience

The Governors are seeking to appoint a Deputy Headteacher to support and work in partnership with our highly successful Headteacher. This is an exciting opportunity to further develop leadership & management skills and play a strategic role in the ongoing development of our school.

*"St Paul's is an outstanding school that provides a caring and stimulating learning environment for pupils" – Ofsted, June 2011*

We are a thriving suburban school in the centre of Wokingham and our clear focus on the 'whole child' permeates everything that we do.

#### We are looking for someone who:

- Is an excellent classroom practitioner, with the highest expectations of children's attainment and behaviour
- Will demonstrate innovative and creative approaches to teaching and learning
- Has excellent communication and interpersonal skills
- Has the ability to lead, motivate and inspire colleagues and the determination to make a difference
- Will lead on tracking, monitoring and analysis of pupil progress across the school
- Is committed to their own professional development and that of others

#### We offer:

- Children who are happy, enthusiastic, motivated and have excellent attitudes to learning
- An experienced and committed staff team
- Governors, PTA and parents who are overwhelmingly supportive
- Excellent teaching resources

Visits are warmly welcomed and encouraged. For further information, to arrange an appointment, or obtain an application pack, please contact Manda Crouch.

*Our School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All appointments are subject to an Enhanced CRB Disclosure Procedure.*

Closing date for applications: 1pm, Thursday 2<sup>nd</sup> February 2012  
Interviews: Friday 10<sup>th</sup> February 2012

## Hermitage Primary School

Belmont Road, Uxbridge UB8 1RB

Tel: 01895 234871

Headteacher: Ms Andrea Fricker



### **Inclusion Manager / Experienced EYFS or KS2 class teacher**

**(.4 Inclusion Manager and .6 class teacher)  
(main scale + TLR)**

**Required for April 2012**

We are looking for an inspirational teacher to develop inclusion and SEN and join our highly committed team, which is working hard to improve all aspects of the school. The Inclusion Manager role is new and will be non-class based for 2 days a week. For the rest of the week you would have a teaching commitment job sharing with a member of the senior leadership team in either a foundation stage unit or in a KS2 classroom, depending on your experience.

We are looking for an experienced teacher who will be innovative and be able to manage support staff, interventions and develop effective relationships with parents.

The successful candidate will be required to evaluate the impact of interventions across the school and manage the provision effectively. You will either hold or be willing to undertake a SENCO qualification.

Visits to the school are welcomed and encouraged. Please contact the School Manager, Mrs Jo Smallwood on **01895 234871** to arrange.

Application forms and further details are available at [www.schoolsrecruitment.education.gov.uk/hillingdoncouncil](http://www.schoolsrecruitment.education.gov.uk/hillingdoncouncil) or, should you wish to receive by post, please telephone **01895 671996 extn. 001801** quoting reference no. **SCH/23TR**. CVs will not be accepted. Completed application forms to be returned to the Ms Fricker, Hermitage Primary School, Belmont Road, Uxbridge, Middlesex UB8 1RB.

**CLOSING DATE: Noon, 6<sup>th</sup> February 2012**

**INTERVIEWS: 9<sup>th</sup> February 2012**

*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.*

## IQRA Islamic Primary School, Slough

*'The journey continues here...'*

### **KS1 & KS2 TEACHERS**

**FULL-TIME – PERMANENT**

**To start in September 2012  
(or sooner is possible)**

(Starting spine point negotiable, dependent on relevant experience)



Are you looking for your next challenge in teaching?

IQRA Islamic Primary School is a large, three-form entry, vibrant multi-cultural school in Slough, Berkshire. The school was judged to require Special Measures in March 2010. We are on a journey of achievement, and the governors are seeking to appoint dynamic and enthusiastic staff to join our highly dedicated team. The prospective candidates should be experienced in schools in challenging circumstances and outstanding primary teachers who are passionate about driving forward improvement to achieve excellence in education.

- Do you have the ability, passion, integrity and resilience to make a difference to the life chances of children?
- Do you lead by example, motivate and inspire others?
- Do you see challenge as a motivator to accelerate school improvement?
- Are you a skilled, talented and creative class teacher with a history of outstanding teaching across the primary age range?
- Do you have excellent interpersonal and teamwork skills?

**We can offer the successful candidate:**

- A positive and caring ethos and working atmosphere
- Friendly children, eager to learn and achieve
- A committed and enthusiastic staff team
- Excellent support from the Governing Body, the staff and the parents
- A hardworking and supportive staff team
- An excellent opportunity for professional and career development.

If you feel you have the energy, enthusiasm and full commitment to contribute to the ongoing development of this successful, friendly and supportive school, we would like to hear from you.

*IQRA Primary School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. We expect all staff and volunteers to share this commitment. An enhanced CRB disclosure will be required for the successful candidate in accordance with Safeguarding Children and Safer Recruitment in Education Legislation.*

**For further information please contact Sue Anderson,  
IQRA Slough Islamic Primary School, Fernside, Wexham Road,  
Slough SL2 5FF, 01753 520018.**

**Informal visits are strongly encouraged.**

**Closing date: Tuesday 28<sup>th</sup> February**

**Short listing: Friday 2<sup>nd</sup> March**

**Interviews: Wednesday 7<sup>th</sup> & Thursday 8<sup>th</sup> March**

Application forms must be returned directly to the school. CVs are not accepted).

## FRANCIS BAILY PRIMARY SCHOOL



Skillman Drive, Thatcham, Berkshire RG19 4GG  
Tel: 01635 862188 • Email: [office.fbaily@westberks.org](mailto:office.fbaily@westberks.org)  
Headteacher: Mrs Barbara Hunter  
Number on Roll: 525 - Group 4

### **UKS2 TEACHER required April 2012**

**Permanent Position  
(non class-based for Summer term)**

Francis Baily is a large, friendly school and we are looking for an enthusiastic and organised teacher to join our hard-working UKS2 team. The ideal candidate will be an experienced member of staff supporting the team with a drive to raise standards across the school.

The school provides good CPD with a high level of shared planning. The ability to contribute to the development of both the team and the school will be an essential quality of the ideal candidate.

*The school is committed to safeguarding and promoting the welfare of children. Offers of employment are subject to an enhanced CRB disclosure.*

Visits to the school are welcomed.

**Application forms and information are available from the school office or website [www.francisbaily.co.uk](http://www.francisbaily.co.uk)**

**Closing date: 12.00 noon, 6 February 2012**

**Interviews: 9 February 2012**



Please mention  
**GREEN  
SHEETS**

**when applying for vacancies**

## HAYES PARK SCHOOL

Raynton Drive, Hayes UB4 8BE

Required from April 2012

### Class teacher – Main scale

Hayes Park School is a three-form entry school in the London Borough of Hillingdon. This appointment is initially for a year 3 class.

We are looking for an experienced teacher to join our dynamic staff.

**We are looking for:**

- An enthusiastic and motivated class teacher
- An ability to provide enriching and inspiring learning opportunities for our children
- A positive 'can do' approach
- An effective communicator with colleagues and parents
- A team player with sensitivity and a sense of humour
- A person who is committed to continuous professional development
- A commitment to working in partnership alongside parents and the local community.

**We can offer you:**

- Fantastic, motivated children who enjoy school!
- Friendly, committed and supportive staff
- Well resourced, warm, welcoming and spacious environment.
- Excellent professional development opportunities.

Visits to our school are encouraged and welcome.

**Closing date is Friday 3<sup>rd</sup> February 2012 • Interviews on Tuesday 7<sup>th</sup> February 2012**

If you have not had any communication from us by 24<sup>th</sup> February 2012, then unfortunately on this occasion your application has not been successful.

Application forms and further details are available at

[www.schoolsrecruitment.education.gov.uk/hillingdoncouncil](http://www.schoolsrecruitment.education.gov.uk/hillingdoncouncil) or, should you wish to receive by post, please telephone 01895 671996 quoting reference no. SCH/30TR. CVs will not be accepted. Completed application forms to be returned to the headteacher at the School.

*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.*

*Appointments are subject to an enhanced CRB check and two references.*

LONDON BOROUGH OF HILLINGDON



Headteacher: Alan Harding

## APPOINTMENT OF TEMPORARY CLASS TEACHER TO COVER MATERNITY LEAVE

COMMENCING April 2012

CLOSING DATE FOR APPLICATIONS: 17th February

The Governors of the school are seeking to appoint a suitably qualified class teacher to work in a year 6 class.

Birch Hill Primary School is a large school, built in 1976 to serve the Birch Hill area of Bracknell.

There are over 400 5-11 year olds on roll with a purpose built 26-placement Nursery Unit which opened in January 1995.

Please telephone Mrs Woods, school Business Manager, should you require any further information and to arrange a visit.

**Birch Hill Primary School**

Leppington, Bracknell, Berkshire RG12 7WWW

Telephone: 01344 455815

[www.birchhill.bracknell-forest.sch.uk](http://www.birchhill.bracknell-forest.sch.uk)

## MORTIMER ST JOHN'S CE INFANT SCHOOL

West End Road, Mortimer, Reading RG7 3SY

Tel: 0118 933 2242 Fax: 0118 933 1163

email: [office.ms@westberks.org](mailto:office.ms@westberks.org)

Headteacher: Mrs J N Sumner



### CLASS TEACHER

Temporary post required for Monday 16<sup>th</sup> April 2012 – 31<sup>st</sup> August 2012

Permanent post required for 1<sup>st</sup> September 2012

**We can offer you:**

- a school set in the heart of the village
- supportive and friendly staff
- enthusiastic children who are willing learners
- an attractive, well resourced learning environment
- a commitment to furthering your professional development.

**We are looking for:**

- an excellent class teacher
- you to inspire and motivate to enable all children to succeed
- you to promote the ethos of the school
- you to be committed to whole school improvement
- you to work as part of a team
- you to be prepared to contribute to all aspects of school life
- you to lead a key curriculum area
- music would be desirable, but not essential.

Informal visits are encouraged. Please contact the school office for an application form and further details.

*Mortimer St John's C of E Infant School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.*

*The successful applicant will be required to undertake an enhanced CRB check.*

**Closing date: Friday 3<sup>rd</sup> February 2012**

**Interviews: Friday 10<sup>th</sup> February 2012**

## Wexham Court Primary School

Church Lane, Wexham Slough, Berks SL3 6LU

Tel: 01753 524989 Fax: 01753 512029

Email: [mail@wexhamcourt.slough.sch.uk](mailto:mail@wexhamcourt.slough.sch.uk)



### PRIMARY SCHOOLTEACHERS

Required for September 2012 or before

To teach in the Early Years Foundation Stage, Key Stage 1 or 2

Owing to the expansion of the school from 2-form to 3-form entry, the Governors are seeking to appoint outstanding teachers to ensure that all pupils achieve expected levels of progress.

Wexham is a well resourced school situated on the Bucks/Berks border in beautiful grounds. Experienced teachers and NQTs will all be considered to join a friendly and supportive staff with excellent opportunities for professional development.

A visit to the school is definitely recommended.

For further details please contact the Headteacher, Miss Angela Hermon.

**Closing date: Friday 24<sup>th</sup> February 2012**

*Wexham Court Primary School is committed to safeguarding and promoting the welfare of children and young people. All applicants to positions in the school must be willing to undergo Child Protection procedures including checks with past employers and the Criminal Records Bureau (CRB).*

NO AGENCIES THANK YOU



Please mention  
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SHEETS**

when applying for vacancies

## Foundation Stage Team Leader

### MPS + TLR2 (£2,478)

Full-time • Permanent • Maidenhead, Berkshire  
Required for September 2012

The Governors, staff and children of Alwyn Infant School are seeking to appoint an outstanding and caring Foundation Stage Team Leader with high expectations, a deep understanding of effective Early Years practice and the vision, passion and enthusiasm to lead teaching and learning across the Foundation Stage.

This role will require you to be part of the Senior Management Team and to demonstrate management and leadership skills in helping the school along the continued path of improvement. You will be secure in your knowledge of the whole curriculum and confident to share this with others.

Alwyn Infant School is a large, popular and well resourced school. The staff work hard and they, with the governors, are committed to ensuring all children achieve their full potential. The successful applicant will support the Headteacher in driving school improvement, improving pupil outcomes and creating an inclusive, happy and successful learning environment for our children.

**This post carries with it a TLR 2 (£2,478).** – This is a class-based position which is suitable for teachers who have a record of excellent practice, demonstrate strong leadership qualities and have a sound knowledge of IT, both in the classroom for teaching and learning and in using it to track and analyse progress and attainment data.

#### The successful candidate will have:

- excellent knowledge and experience of the current EYFS curriculum and developments and a good awareness of the changing climate
- excellent knowledge and understanding of Foundation Stage Profiles and have high expectations of pupil achievement
- an excellent understanding of how to use assessment and data to move the Foundation Stage forward
- the passion to further develop our provision for every child and have a desire to play a key role in the continuing development of the school
- excellent interpersonal skills, and the energy and enthusiasm to play a key role within a new leadership team and the ability and drive to lead, manage, motivate and inspire staff and pupils.

#### In return we can offer you:

- happy children with excellent attitudes to learning
- the opportunity to work with a friendly and enthusiastic team
- leadership development opportunities
- high expectations.

This is a fantastic opportunity for someone who wants to build upon successful practice and take those first steps towards senior leadership.

A visit to the school and a chat with the Headteacher are strongly encouraged. Opportunities to do this have been arranged for Friday 24 February 2012. Please phone the school to arrange a time.

**Application packs are available from school via email, or through the post on receipt of an A4 stamped, addressed envelope, to be returned to school at the address below.**

**Closing date: by 4 pm, Friday 2 March 2012**

**Interviews will be held on Thursday 22 March 2012**

*Alwyn Infant & Nursery School and RBWM are committed to equality of opportunity and 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 Criminal Records Bureau check along with other relevant employment checks.*

### Alwyn Infant and Nursery School

Mulberry Walk, Maidenhead, Berkshire SL6 6EU

Tel: 01628 622477 • Fax: 01628 789411

Email: [alwyn@rbwm.org](mailto:alwyn@rbwm.org)

[www.alwyn.windsor-maidenhead.sch.uk](http://www.alwyn.windsor-maidenhead.sch.uk)



### Parsons Down Infant School

Paynesdown Road, Thatcham, Berkshire RG19 3TE

Tel: 01635 862475 • Fax: 01635 874558

Email: [office.pdi@westberks.org](mailto:office.pdi@westberks.org)

Headteacher Mrs P Winsor

**The Governing Body wishes to appoint a**

## FOUNDATION STAGE TEAM LEADER (TLR2a)

**We are seeking a well motivated, experienced and innovative teacher to join our Senior Management Team and to take a lead in the development of our Foundation Stage provision**

Parsons Down Infant School successfully combines a nurturing and welcoming ethos with the commitment to school improvement.

“This is a good school where children achieve well and make good choices and decisions for themselves.”

– OFSTED Jan 2010

Visits to the School are highly recommended.

Please contact the school office for information and an application pack at [office.pdi@westberks.org](mailto:office.pdi@westberks.org) or visit the website.

**Closing date : 21<sup>st</sup> February 2012 at 12 noon**

**Interviews : 28<sup>th</sup> February 2012**

*The school is committed to safeguarding the welfare of children and expects staff to share this commitment.*

### WILSON PRIMARY SCHOOL

WILSON ROAD, READING RG30 2RW

Tel: 0118 9375573

e-mail: [bursar@wilson.reading.sch.uk](mailto:bursar@wilson.reading.sch.uk)



## FOUNDATION STAGE 2 TEACHER

**Required from April 2012 • One year contract to cover a maternity leave (There may be opportunities to extend this due to school expansion)**

Wilson is a popular, friendly and happy school with hard-working and dedicated staff. We are looking for a lively, motivated teacher to join us.

Wilson is growing into a two form entry school. So come and join us at this exciting time!

Visits to the school are welcomed. Please contact the Headteacher, Mo Galway, for an appointment or an application form.

**Closing date: noon on Thursday 2<sup>nd</sup> February 2012**

**Interviews: Thursday 9<sup>th</sup> or Friday 10<sup>th</sup> February 2012**

*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. This position requires an enhanced CRB check.*

*This post is exempt from section 4(2) of the Rehabilitation of Offenders Act 1974*

## MISCELLANEOUS

See advertisement on right (The Teaching Supply Agency)

## The Teaching Supply Agency

### Teachers Required

- ◆ Would you like to work in local schools ?
- ◆ Are you a qualified teacher ?
- ◆ Do you want to work only when it suits ?
- ◆ Receive top rates of pay each week ?

We are a teacher recruitment agency in Bracknell Berkshire. We cover all of Berkshire, North Hampshire, Surrey and parts of Bucks. We provide a friendly work finding service for qualified teachers.

Email: [info@teaching-agency.co.uk](mailto:info@teaching-agency.co.uk)

or

Call 01344 482708

## SECONDARY EDUCATION

See advertisement on right (The Willink School, West Berkshire Council – Teacher of Maths)

### The Willink School School Lane, Burghfield Common Reading RG7 3XJ

Tel: 0118 9832030 Fax: 0118 9838428

Email: [headteacher.willink@westberks.org](mailto:headteacher.willink@westberks.org)

Website: [www.westberks.org/schools/willink](http://www.westberks.org/schools/willink)

Head teacher: Mr Peter Fry



## TEACHER OF MATHEMATICS

Required for April 2012 (or earlier)

Maternity cover – until December 2012

We are seeking to appoint a motivated and talented teacher to join the Mathematics Department to teach across the age and ability range.

The successful candidate will be joining a high achieving, forwarding looking and very supportive department. This post may be suitable for a job share.

The Willink is a very successful, high attaining and oversubscribed school with language specialism; it has 1040 on roll including 180 in the Sixth Form, and is situated in a pleasant semi-rural setting south west of Reading.

Please contact the school for further information and an application form.

**Closing date is: Tuesday 7<sup>th</sup> February 2012**

Completed applications by email to [headteacher.willink@westberks.org](mailto:headteacher.willink@westberks.org) or by post.

*The school is committed to safeguarding and promoting the welfare of all children. Any appointment will be subject to a fully enhanced CRB check.*

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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 SPIKE Publications, Broadway, Salisbury Road, Pewsey, Wiltshire SN9 5NZ.





# GREEN SHEETS

## non-teaching vacancies

WEEK BEGINNING **JANUARY 30 2012**

### ADMINISTRATION

See advertisements on this page (Pangbourne Primary School, West Berkshire – Finance Officer; Gillotts School, Oxfordshire CC – Facilities Manager)

### CARETAKING & CLEANING

See advertisements on this page (Gillotts School, Oxfordshire CC – Facilities Manager; Waverley School and Nursery, Independent – Site Controller)



## Gillotts

Gillotts School  
Gillotts Lane  
Henley-on-Thames  
RG9 1PS

Tel: 01491 574315 • Fax: 01491 410509  
e-mail: applications@gillotts.oxon.sch.uk

A High Performing School with Specialist Status in Mathematics & Computing, and Languages

### Facilities Manager (full-time)

We are seeking to recruit an experienced and skilled person with an innovative approach to support the Business Manager in the delivery of an effective facilities management service at this popular school which has extensive buildings and grounds in Henley-on-Thames.

The ideal candidate will have:

- Experience of working in premises/facility management or within the building industry
- A proven ability to manage and work with people
- A sensitivity to the needs of staff and students
- Technical knowledge of site management, building & surveying and Health & Safety

Relevant professional qualification(s) would be desirable.

For further details of this exciting opportunity to join a supportive, forward looking and friendly team in a highly successful, happy and popular school, please contact the Headteacher.

Salary: APT&C Grade 10 Points 33-36 (£27,849.00-£30,011.00)

**Closing date for applications:**

**12 noon – Wednesday 1 February 2012**

Interviews will be held during week commencing 6 February 2012

*Gillotts is committed to safeguarding and promoting the welfare of young people and expects all staff to share this commitment. The successful candidate will be required to undertake an Enhanced Disclosure via the CRB.*



### Pangbourne Primary School

Kennedy Drive, Pangbourne  
Reading, Berks RG8 7LB  
Phone: 0118 9842315  
Fax: 0118 9841225  
Email: office.pangbourne@westberks.org  
Website: www.pangbourne.westberks.org

Headteacher: Melissa Fry

### Finance Officer

**Salary Scale Band F £19,126 - £22,221 pro rata, depending on experience**  
**29 hours per week • Term-time only (negotiable) (Paid 44 weeks per year)**

We are looking for an efficient & enthusiastic Finance Officer to join our happy & collaborative team.

They will need to:

- have a proven track record of effective financial management
- contribute to the overall ethos, work and the aims of the school
- be responsible for overall financial management of income and costs e.g. payroll and budget preparations
- be responsible for identifying and exploiting cost saving and procurement opportunities
- meet all policy, statutory and reporting obligations
- support the Headteacher in the management, maintenance and health and safety of the school premises.

They will have:

- experience of working in a school and finance would be preferable
- experience of operating at strategic levels within an organisation
- experience of dealing with personnel & HR issues
- excellent communication skills
- ability to gain the confidence of a wide group of stakeholders
- demonstrate a high standard of literacy & IT presentation skills
- appropriate IT skills are essential. A good knowledge of Excel & SIMs (desirable).

Please contact Viv Rowlands for an application pack via email:  
office.pangbourne@westberks.org

**Closing date: 12 noon, 2<sup>nd</sup> February 2012**

**Interviews: Tuesday 7<sup>th</sup> February 2012**

*Pangbourne Primary School and West Berkshire Council are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Criminal Records Bureau checks along with other relevant employment checks. Equal opportunities for all.*

FINCHAMPSTEAD

### Waverley School and Nursery

*Independent Prep School*



### SITE CONTROLLER

**Basic salary circa £17,000**

**Required for an immediate start**

We are looking for a flexible and self-motivated Site Controller, with high standards and good communication skills, to join the friendly and supportive staff of this popular school. Your main duties will include health and safety, ensuring site security, community lettings (mornings, evenings and weekends), portering, cleaning of some areas, supervising of cleaning staff and upkeep of the school buildings and grounds.

If interested, please contact the school office for an application form and further details. Visits to the school are warmly welcomed.

**Closing date: Friday 3<sup>rd</sup> February 2012**

**Interviews: Thursday 9<sup>th</sup> February 2012**

*Waverley is fully committed to safeguarding and promoting the welfare of children and young people. This position requires an enhanced CRB disclosure.*

Waverley School and Nursery,  
Waverley Way, Finchampstead, Wokingham, Berkshire, RG40 4YD  
Tel: 0118 973 1121 • Email: info@waverleyschool.co.uk  
Website: www.waverleyschool.co.uk

**PLEASE DISPLAY ON YOUR NOTICE BOARD**

## OWLSMOOR PRE-SCHOOL – EXPERIENCED MANAGER

We need an enthusiastic, creative and experienced manager for this community Pre-School that has been established since 1968. The Pre-School operates term time only in sole premises with excellent indoor and outdoor facilities. Candidates should have a minimum of 3 years' management experience and hold an NVQ 4 or above in Childcare.

To apply for job description and application form, contact Jayne on **01344 761919** or **owlsmoorpreschool@hotmail.com** or send a C.V. and details of 2 referees to:  
**Owlsmoor Pre-School, 53 Cambridge Road, Owlsmoor, Sandhurst, Berks. GU47 0SZ**  
**Closing date for applications: 6<sup>th</sup> February 2012** – Required start date: 16<sup>th</sup> April 2012



### FURZE PLATT INFANT SCHOOL

Oaken Grove, Maidenhead, Berks. SL6 6HQ  
Tel. 01628 624385  
Email: furzeplatt-inf@rbwm.org



## One to One Support Assistant

Part time position required from March 2012  
Fixed-Term, Term time only contract  
Salary: Local Government pay scale 9-11  
according to experience

Furze Platt Infant School is a high achieving, caring, school where children are valued as individuals and are keen, enthusiastic learners.

*"A good school where pupils achieve well" and has "successful strategies for promoting pupils' well being which are reflected in the very positive outcomes for pupils' personal development" (Ofsted 2010).*

We are looking for:

- A highly motivated, experienced, and creative person to join our Early Years team, supporting the learning and development of an individual child.
- Experience of working with children who have special educational needs would be an advantage, but an ability to empathise and have patience is also essential.

The successful applicant should be flexible, a good communicator who enjoys working as part of a team, as well as being able to use their own initiative.

In return we offer:

- A happy school with a strong ethos.
- Friendly, motivated pupils.
- A supportive and successful school team.
- Good opportunities for personal development.
- Parents and Governors working in partnership to achieve success.

Visits to the school are warmly welcomed.

For an application or a visit, please email or telephone the school.

*The school is committed to safeguarding and promoting the welfare of children. An enhanced CRB will be sought by the successful applicant.*

**Closing date: Tuesday 21<sup>st</sup> February 2012**  
**Interviews: w/c 27<sup>th</sup> February 2012**

## Sunshine Club



## CHILDCARE MANAGER NVQ3/NNEB

Grade E salary range  
£17,161 – £19,621 (pro rata)  
8 am – 3 pm term time  
8 am – 6 pm school holidays

To Start: March 2012

John Rankin Schools Sunshine Club has moved into fabulous purpose-built premises! Could you be the person to take it forward for our children? Do you have the drive, initiative and vision to provide the highest quality childcare possible? Our children want someone who is warm and friendly, firm but fair and full of fun!

Visits welcome.

**Closing date: Friday 10<sup>th</sup> February**  
**Interviews: Friday 24<sup>th</sup> February**

**John Rankin Infant School**  
**Tel: 01635 42376**  
**Email: office.jri@westberks.org**  
**for details: www.westberks.org/jri**

The school is committed to safeguarding and promoting the welfare of children and young people. The successful candidate will be subject to an enhanced Criminal Records disclosure and checks with past employers.



Please mention  
**GREEN  
SHEETS**

when applying for vacancies

## EARLY YEARS PRACTITIONERS

See advertisements on page 2 (Sunshine Club, John Rankin Schools, West Berkshire Council – Childcare Manager; Owlsmoor Pre-School, Independent – Manager NVQ4 or above)

## MISCELLANEOUS

See advertisements on this page (Chalvey Nursery School and EY Centre, Slough Borough Council – SEN Outreach Family Worker), and page 2 (Owlsmoor Pre-School, Independent – Manager NVQ4 or above)



### Chalvey Nursery School & Early Years Centre

Ladbrooke Road, Slough SL1 2SR  
Tel: 01753 536293  
Fax: 01753 694611

Executive Headteacher: Mrs Diane Lister, Cert Ed, Dip SpLD, M.A.

## SEN OUTREACH FAMILY WORKER

**15 hours per week**  
**Term time only Scale 14-17**  
**Actual Salary £5578-£5950**

We are seeking an experienced qualified person to work with the Teacher in Charge of our Assessment Unit to support the families of children with additional needs within the school.

**Closing date: Friday 3<sup>rd</sup> February 2012**  
**Interview date: Thursday 9<sup>th</sup> February 2012**

Visits to the school are welcome. For further information and application form, please contact the school office.  
Tel: **01753 536293** Email **office@chalveyec.slough.sch.uk**

*The school is committed to safeguarding & promoting the welfare of children & young people. An Enhanced Criminal Records Disclosure will be sought from successful applicants.*

**Sharing, Caring and Learning Together**

## SUPPORT STAFF

See advertisements on page 2 (Furze Platt Infant School, Windsor & Maidenhead – One to One Support Assistant), this page (Chalvey Nursery School and EY Centre, Slough BC – SEN Outreach Family Worker; All Saints Junior School, Reading Free School – TA; Oaklands Infant School, Wokingham Borough Council – LSAs; Mary Hare School, Independent – TAs), and page 4 (Eton Wick First School, Windsor & Maidenhead – TA; Geoffrey Field Junior School, Reading Borough Council – TA)



Downshire Square, Reading, RG1 6NN  
07896096456

## TEACHING ASSISTANT

**Required for February 20<sup>th</sup> 2012**  
**37.5 hours per week, term time only (7.45 – 15.15)**  
**Salary £15,000 pro rata**

We are seeking to appoint an enthusiastic, passionate and highly motivated teaching assistant to join our experienced team. You will be required to work alongside the class teacher, assisting with the planning and assessment, and will be a key player in ensuring the children make exceptional progress during their time with us.

You will also be in charge of our drop-off zone from September 2012, organising activities and games for the children from 8.00.

Visits to the school are encouraged; please email the school on **headteacherasjs@cfbt.com** to arrange a mutually convenient time to visit and to request an application form and job description.

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 6<sup>th</sup> February – 12.00**

Shortlisting: Monday 6<sup>th</sup> February  
Interviews: Wednesday 8<sup>th</sup> February

## OAKLANDS INFANT SCHOOL

BUTLER ROAD, CROWTHORNE  
BERKSHIRE RG45 6QZ

Tel: 01344 774644 • Email: [admin@oaklands-inf.wokingham.sch.uk](mailto:admin@oaklands-inf.wokingham.sch.uk)  
[www.oaklandsinfants.org](http://www.oaklandsinfants.org)



**2 LEARNING SUPPORT ASSISTANTS required as soon as possible to work alongside Foundation Stage and KS 1 children with limited English. These posts are both temporary.**

Salary: Grade 3 SCP 14 – 17 depending on experience  
Salary range: £15,725 - £16,830 FTE

**Foundation Stage Post** – mornings only (8.45 – 12.10)  
For a period of 10 weeks.

**Year 1 post** – Monday afternoon (1.25 – 3.15)  
Thursday morning (8.45 – 12.10)  
(there may be some flexibility with the above hours)  
Friday all day (8.45 – 3.15)  
For a period of 6 weeks.

Previous experience of working with EAL children is desirable, but not essential. For further information and to obtain an application form, please contact Mrs Sarah Goodenough, the School Secretary.

**Closing date: Monday 6<sup>th</sup> February 2012 – 12 noon.**

*Applicants should note that all applications will be considered upon receipt and, where appropriate, an appointment will be made prior to the closing date. It is therefore recommended that you submit your application at the earliest possible date. The above appointment is subject to a satisfactory Enhanced CRB check.*

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



## MARY HARE SCHOOL

Arlington Manor  
Snelsmore Common  
Newbury, Berkshire  
RG14 3BQ

## TEACHING ASSISTANTS

Mary Hare is now seeking to appoint two enthusiastic and flexible people to join a well established team of Teaching Assistants. Both roles are initially for a fixed term until 6<sup>th</sup> July 2012. An induction programme will be provided, and whilst previous experience is desirable it is not essential for the role.

One role is to provide group support across the full curriculum at Key Stage 3. Duties may involve group support and/or individual support according to need.

The second role is offered on a part-time basis to provide dedicated support to an individual pupil across the full curriculum at Key Stage 3. The appointment will ideally be Tuesday – Friday, 8.30 – 17.30 (15.30 on Friday).

**Salary Range:** Pro-rata of NJC Point Range 15 (£16,054) plus special school allowance and qualification allowance (where applicable).

**Hours:** The hours are term time only with paid school holidays in accordance with NJC guidelines. The typical hours for a full time TA are 8.30 – 17.30. Timetable available on request.

**Applications:** For further information about Mary Hare School and to download an application form, please go to our website: [www.maryhare.org.uk](http://www.maryhare.org.uk)

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

**Interview date:** Thursday 9<sup>th</sup> February

**Contact:** [r.taylor@maryhare.org.uk](mailto:r.taylor@maryhare.org.uk) / Tel: 01635 244275

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

*We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Criminal Records Bureau checks along with other relevant employment checks.*

## Eton Wick C of E (Controlled) First School

Sheepcote Road, Eton Wick, Windsor, Berkshire, SL4 6JB

Telephone : 01753 860096

Facsimile : 01753 868274

E-mail : [etonwick@rbwm.org](mailto:etonwick@rbwm.org)

Website : [www.etonwick.rbwm.org](http://www.etonwick.rbwm.org)

Headteacher : Mr R Harris



### TEACHING ASSISTANT

Required as soon as possible

Salary: Grade 2 SCP 11 – 13 dependent on experience

Salary range £14,733 – £15,444 pa (FTE) pro rata

Fixed term contract until 31/08/12 in the first instance

We have a vacancy for a Teaching Assistant to work within our Early Years Foundation Stage. The successful applicant will work mainly, but not exclusively, with a child in FS2 with a statement for special educational needs.

Previous experience of working with Early Years children is desirable.

We will offer ongoing training opportunities and excellent support from all school staff including the Senior Leadership Team.

The position is for approximately 32 hours a week which includes a lunchtime assistant role.

Visits to the school are warmly welcomed and encouraged. For further information and to obtain an application form, please contact Rob Harris, Headteacher.

*Eton Wick First School is committed to safeguarding our pupils. All appointments are dependent upon enhanced CRB checks*

**Closing date: 4pm on Thursday 9<sup>th</sup> February 2012**

**Interviews: Tuesday 21<sup>st</sup> February 2012**

## GEOFFREY FIELD JUNIOR SCHOOL

'All Learning Together'

Exbourne Road, Reading, RG2 8RH

Tel: 0118 937 5475 • Fax: 0118 937 5479

Email: [bursar@geoffreyfield-jun.reading.sch.uk](mailto:bursar@geoffreyfield-jun.reading.sch.uk)

Headteacher: Mr C Clare • NOR: 280



*The school's success is built around effective teamwork and a shared commitment to meeting the needs of all.*

### Teaching Assistant

RG2 starting point 11 • Term-time only

We are looking for a full-time Teaching Assistant to work with individual children and small group with specific/moderate learning difficulties initially in Year 4.

**The ideal applicant will have:**

- worked with children in school
- worked with children with special needs
- willingness to take on further training if necessary
- experience of teaching basic skills.

However, all applicants will be considered on their merit and experience.

Application forms can be downloaded at [www.reading.gov.uk](http://www.reading.gov.uk) or at the school website [www.geoffreyfieldjuniorschool.co.uk](http://www.geoffreyfieldjuniorschool.co.uk) and emailed to the above address.

**Closing date: 2 February 2012**

**Interviews will be held: 6 February 2012**

*Please do not send a CV for the purpose of equal opportunities, we can only accept RBC application forms. 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.*



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