



GREEN SHEETS

non-teaching vacancies

WEEK BEGINNING **JULY 16 2018**

ADMINISTRATION

See advertisements on this page and page 2

CARETAKING & CLEANING

See advertisements on page 3

EARLY YEARS PRACTITIONERS

See advertisement on page 3

... continued on page 2



Radstock Lane, Earley, Reading RG6 5UZ
Tel 0118 9869050 | Fax 0118 9611119 | Email: admin@radstock.wokingham.sch.uk
Headteacher: Mrs Lou Slocombe

SCHOOL BUSINESS MANAGER

Full time
Salary: WBC Scale 7
31-35
£28,221 - £31,401

Required from September 2018

We have an exciting opportunity for a new School Business Manager to be part of our vibrant primary school community.

We are looking for someone who:

- Is IT literate with a sound knowledge of SIMS FMS6 and previous experience of account management or a strong understanding of account management and a willingness to learn about school accounts, processes and procedures
- Has experience of facilities management as line manages site team
- Can be responsible for the office administration team
- Has the ability to work calmly under pressure and deal discreetly with confidential information
- Is enthusiastic about contributing to the future direction of our school at an exciting time

We can offer:

- A welcoming, caring ethos
- Children who are happy, enthusiastic and motivated learners
- Experienced and supportive team of staff and Governors
- Opportunities to work closely alongside staff from other local schools.

Visits to the school are warmly welcomed and encouraged.

To arrange an appointment, for further details or to obtain an application pack, please contact the school office.

Closing date: Thursday 19th July 2018 (3pm)
Interviews: Monday 23rd July 2018

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. This post is subject to safer recruitment practice and appointments are subject to Enhanced DBS Disclosure Procedures and references.



MIS Financial Consultant

Princes Risborough

£23,000 - £28,000 FTE | Full time, term time only

The successful candidate will provide high quality MIS financial and system advice to our customers and will be joining a professional team of experts, working as part of the office based team or occasionally on-site in a variety of schools and academies with an expectation to use their own initiative.

Responsibilities to include:

- Provide telephone support and assistance on schools' MIS Finance software to staff within schools
- Log all queries and requests into the Staff portal helpdesk system
- Keep schools or Team Leader regularly informed of progress if a case has been logged or data sent to software supplier
- Test and implement new MIS products and upgrades
- Support the configuration and update of MIS systems in schools, working with colleagues across the company as required
- Keep abreast of new developments in software and keeping schools informed
- Assist in the co-ordination, implementation, production and delivery of MIS training programmes, using a variety of techniques, including formal training delivery, seminars, on-site training and workspace sessions
- Advise customers on the appropriate training and the relevant medium of delivery
- Advise and guide schools on school improvements/processes whilst promoting effective use of the school's MIS systems.
- Develop and maintain high quality support documentation
- Supplement the Finance Services Team during busy periods by providing Finance Services on site at schools.

We are offering a competitive salary plus great benefits. The role is subject to an enhanced DBS check and the candidate must be able to drive.

To apply please send an up to date CV along with a cover letter to recruitment@turniton.co.uk

turn IT on is committed to safeguarding and promoting the welfare of children and young people and expects all employees to share this commitment.

'Happy to talk flexible working'

tel: 01865 597620 | web: www.turniton.co.uk | email: office@turniton.co.uk
post: Wittas House, Two Rivers, Station Lane, Witney, OX28 4BH

OXFORDSHIRE COUNTY COUNCIL

Chiltern Edge School



Reades Lane, Sonning Common, Reading RG4 9LN
Tel: 0118 9721500 • Fax: 0118 9721501
Email: Office@chilternedge.oxon.sch.uk

2 x Administrators/ Receptionists

Hours: 8.00am – 4.00pm. Term time only + 5 Inset days
Pay: Grade 6 L18 (£18,870 pro rata)

We are looking for two self-motivated and dynamic Administrators to join our Support Team.

Your responsibilities will include but are not limited to:

- Supporting the Operations and Business Manager
- Co-ordination of visits and trips in accordance with school procedure
- Ensuring school systems for recording and tracking pupil data are maintained
- Process in-year admissions and new starters
- Undertake receptionist duties and deal with all enquires in a professional manner
- Provide general administration support to school staff

You should have strong administration and communication skills.

If you are interested in this post, please contact us to ask for an application form or to arrange a visit to the school.

Closing date: 18 July 2018 | Interview date: w/c 23 July 2018
Start date: 1 September 2018

Oxfordshire Schools are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

PLEASE DISPLAY ON YOUR NOTICE BOARD



'High aspirations, traditional values'

HOLYPORT COLLEGE

All-ability co-educational day and boarding school for students aged 11 – 19 years

RECEPTIONIST

£17,681 pa FTE (actual salary: £11,792 pa) • Hours required: Monday – Thursday 11am – 5.45pm, Friday 8.15am – 1.15pm, term time only • Required for September 2018

Opened in 2014, Holyport College has quickly established itself as an ambitious and dynamic school. Popular with parents, we are one of the most over-subscribed schools in our area.

This is an opportunity to play a key role in delivering outstanding service within a supportive and highly professional team of colleagues, as we see the College through its latest developments as it reaches capacity in 2018-19.

The post-holder will provide an excellent standard of customer service, communication and administrative support to the Bursar and the Head Master, enabling them to operate in a highly efficient manner.

For more information, please visit our website to download an application pack: www.holyportcollege.org.uk

Should you wish to have an informal discussion, please contact **Emma Hawkins**, Operations Manager on **01628 640150** or e.hawkins@holypportcollege.org.uk

Applications should be returned by email to careers@holypportcollege.org.uk

Closing date: Noon, Tuesday 31 July 2018.

Holyport College is committed to safeguarding and promoting the welfare of children. All staff are required to obtain an enhanced disclosure from the Disclosure and Barring Service.

www.holyportcollege.org.uk

OXFORDSHIRE COUNTY COUNCIL

Chiltern Edge School



Reades Lane, Sonning Common, Reading RG4 9LN
Tel: 0118 9721500 • Fax: 0118 9721501
Email: Office@chilternedge.oxon.sch.uk

Pupil Services Administrator

Hours: 37 hours per week with a flexible start / finish time. Term time only + 5 Inset days

Pay: Grade 4 L11-13 (£17,007 – £17,391 pro rata)

We are looking for a self-motivated Pupil Services Administrator to join our Inclusion Team.

Your responsibilities will include but are not limited to:

- Communication with parents and pupils
- Supporting pupils to resolve simple issues
- First aid and administration of medicines
- Administration for the Inclusion Team
- Some support in lessons when required

You should have previous experience working with children and young people.

If you are interested in this post, please contact us to ask for an application form or to arrange a visit to the school.

**Closing date: 18 July 2018 | Interview date: w/c 23 July 2018
Start date: 1 September 2018**

Oxfordshire Schools are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

EXTENDED HOURS CARE

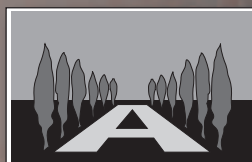
See advertisements on pages 3 and 4

MISCELLANEOUS

See advertisements on pages 4 (Life Education Wessex & Thames Valley - Educator; Ditton Park Academy - ICT Technician) and 5 (The Langley Academy - Invigilators)

SUPPORT STAFF

See advertisements on pages 5 and 6



The Avenue School

THE AVENUE SCHOOL
SPECIAL NEEDS ACADEMY
www.avenue.reading.sch.uk
"Pupils at the heart of every decision"

Clerk to Governors

NJC Pay Scale 21-28 (£10.65 – £13.20 per hour, term time only) dependent on experience
Approx. 100 hours a year • Required for September 2018

The governors of this outstanding special needs school are looking to appoint an external candidate who is an experienced school clerk, methodical and enthusiastic to join our team as Clerk to Governors. The prospective candidate must be a good communicator, who works well on their own initiative and as part of a team.

Duties will include:

- Liaising with Governors and the school
- Preparing agendas and attending full governing body meetings (held in the mornings starting at 08:30)
- Occasionally will be required to attend extra meetings with the Head Teacher and Chair/Vice Chair of governors
- Minute taking and maintaining accurate records
- Following up on actions raised at meetings
- Administrative support
- Providing an effective induction for newly appointed governors
- Maintain confidentiality and impartiality
- Provide advice to the governing body on governance, constitutional and procedural matters
- Ensure that governor information on the school website is accurate and compliant
- Attending local authority governor training

Application packs are available via the school website: www.avenue.reading.sch.uk under the vacancies section. Visits to the school are warmly welcomed. Please call to arrange an appointment. Previous applicants need not apply.

The closing date is Thursday 19th July 2018 (9am) with interviews to commence on a rolling basis. We may make an appointment prior to the closing date.

THE AVENUE SCHOOL • SPECIAL NEEDS ACADEMY

Conwy Close, Tilehurst, Reading RG30 4BZ
E: admin@avenue.reading.sch.uk • T: 0118 937 5554
We are an Equal Opportunity Employer

Safeguarding our pupils is our priority





HILLTOP FIRST SCHOOL

Clewer Hill Road, Windsor SL4 4DW
Tel: 01753 863502 e-mail: fin.hilltop@rbwm.org.uk
www.hilltopschoolwindsor.co.uk
NOR: 245



PART-TIME CARETAKER

Required for September 2018

15-20 hours per week

Scale 2 Point 11-13 | £18,283 - £18,695 pro rata

All year round 28 days annual leave

We are seeking to appoint a permanent, part-time caretaker who will assist with closing the school, undertaking maintenance duties and looking after the school premises under the direction of the Headteacher/Deputy.

You will be working alongside our existing part-time caretaker to oversee the security of the site, be a keyholder, manage lettings and the Health and Safety of the site.

Maintenance duties will include gardening, painting tasks, basic plumbing and carpentry. We are looking for someone who is able to juggle priorities, be flexible and have the ability to work within a team. You will be physically fit and able to work under your own initiative.

To request an application pack, please contact Mrs Barbara Croft, Finance Manager, on: fin.hilltop@rbwm.org.uk

Closing date: 12 noon, Monday, 30 July 2018 | Interviews: TBA

The school is committed to safeguarding and promoting the wellbeing of children. This post is subject to an enhanced DBS check for the successful candidate.

ROYAL BOROUGH OF WINDSOR & MAIDENHEAD

RANIKHET ACADEMY

Spey Road, Reading RG30 4ED
Tel: 0118 937 5520 Fax: 0118 937 5522
E-mail: admin@ranikhetacademy.co.uk



EARLY YEARS PRACTITIONER

RG3 (SCP19 - 21) Estimated Actual Salary

£16,446 - £17,373 pa

(Full time equivalent: £19,446 - £20,541 pa, pro rata)

37 hours per week, term time only inc. inset days

Required September 18

We require a qualified Early Years Practitioner who is committed, enthusiastic and flexible to join our friendly and professional team. Your passion for working with children in the Early Years will be demonstrated through the rich learning experiences you provide for our children; supporting every child in developing their potential.

The successful applicant will have:

- Level 3 qualification NVQ3 or equivalent
- Experience of being a keyworker
- Experience of working with children with additional needs.

We can offer:

- CPD opportunities beyond normal school circumstances
- a very supportive Senior Leadership Team
- Opportunity to be part of shaping the future of an ever evolving school.

About REACh2:

Founded in 2012, REACh2 Academy Trust is the largest primary-only academy trust in the country. It is a growing charitable organisation currently supporting over 55 primary academies across England, including 3 in Reading. REACh2 is a family connected by a common desire to learn from each other, share experiences and be mutually supportive across the entire academy community. We work as a team to deliver exceptional learning opportunities for all pupils in REACh2.

Application forms and details are available on our website www.ranikhetacademy.co.uk

Closing date for applications: Midday Friday 20th July 2018
Interviews to follow after shortlisting

This school is committed to safeguarding and promoting the welfare of children and expect all staff and to share this commitment. The successful candidate will be subject to all necessary pre-employment checks, including: an enhanced DBS; Prohibition check; Childcare Disqualification (where applicable); qualifications (where applicable); medical fitness; identity and right to work. All applicants will be required to provide two suitable references.



A UNIQUE OPPORTUNITY FOR COLLEAGUES TO WORK AT DITTON PARK ACADEMY, SLOUGH



Facilities and Premises Manager

Salary depending on experience • Required September 2018

After our successful first year in our new site in Upton, Ditton Park Academy is looking to appoint a Premises and Facilities Manager. You will be responsible for the management of the whole academy site ensuring that it delivers an excellent education for our students.

You will be in charge of the Premise Team where you will ensure that the academy is compliant with its health and safety obligations, that our facilities are available to the community for lettings and that our estate management programme is successfully implemented. We would expect you to have experience of managing a large and busy site as well as being able to work with contractors and suppliers to ensure that the academy gets value for money.

The salary is negotiable depending upon the calibre and experience of the candidate. Benefits include 25 days annual leave per year rising to 30 days after 5 years, membership of the Local Government Pension scheme, and a comprehensive training package.

Please contact **Sarah Cuthbert** for a recruitment pack at S.Cuthbert@dittonparkacademy.co.uk or visit our website www.dittonparkacademy.co.uk

Closing date: 10am, Thursday 19 July 2018

Interviews to be held: Monday 23 or Tuesday 24 July 2018

Ditton Park is committed to safeguarding children; successful candidates will be subject to an enhanced Disclosure and Barring Service check.



A: Kings Reach, Slough, Berkshire SL3 7UX • **T:** 01753 537594
E: office@dittonparkacademy.co.uk • www.dittonparkacademy.co.uk

CLEWER GREEN CE AIDED FIRST SCHOOL

Hatch Lane, Windsor SL4 3RL
Tel: 01753 864544 | Email: clewergreen@rbwm.org.uk | Headteacher: Mr M Tinsley



The Governors of our successful Church School wish to appoint the following positions to join our dedicated, busy and happy team:

AFTER SCHOOL CLUB SUPERVISOR (LEVEL 3) FIXED TERM WITH A VIEW TO PERMANENT

15hrs/week, term-time (Mon - Fri, 3.15pm - 6.15pm)
£6,882 per annum (FTE salary £20,072) | Scale 3, point 17

There is the option to extend this position to include 9 weeks' holiday club 8am-5pm
Required for Sept/Oct 18 start

AFTER SCHOOL CLUB ASSISTANT (LEVEL 1) FIXED TERM WITH A VIEW TO PERMANENT

15hrs/week, term-time (Mon - Fri, 3.15pm - 6.15pm)
£6,043 per annum (FTE salary £17,624) | Scale 2, point 6

There is the option to extend this position to include 9 weeks' holiday club 8am-5pm
Required for Sept/Oct 18 start

Closing date: 9am, Thursday 19th July | Interviews: Friday 20th July

For job descriptions and application packs, please see the job vacancies section of the school website <http://clewergreen.org.uk/job-vacancies>
The successful applicants should be happy to work within the Christian ethos of the school.

Clewergreen CE Aided First School is committed to safeguarding and promoting the welfare of our children and young people, and demands that all of our staff and volunteers share this commitment. All relevant Criminal Record checks will be sought for the successful candidate.



ST. JOSEPH'S COLLEGE
INDEPENDENT SCHOOL OF THE YEAR
TEB Independent School Awards 2017/18

Extended Day Assistant - Prep School

£8.13 per hour/£3,500 per annum

Part time, term time

Required September 2018

We are seeking to appoint an additional person to join our Extended Day Team, caring for pupils in the Prep School. The hours of work will be 3.20pm to 5.20pm each evening, during term time only (35.4 weeks per annum). The post is for a total of 41 weeks, which includes all term-time days, staff training days and 5.6 weeks holiday per annum (which includes public and bank holidays).

NVQ Level 2 or 3 would be desirable but not essential.

The following qualities are essential:

- You must be a first rate practitioner who has a real passion and enthusiasm for the role and the pupils in your care.
- You must be committed to treating each child as an individual.
- You must be able to work as part of a team, in a supportive, caring and friendly manner.

At St Joseph's we offer:

- A safe and happy environment in which academic and social skills are developed.
- A varied curriculum and excellent facilities.
- A strong sense of community.
- An excellent benefits package as outlined in the information pack.

This is an exciting time to become part of our dynamic team. Situated in the heart of Reading, St Joseph's College is the leading independent day school for boys and girls aged 3 to 18 in Berkshire. In November 2015 it was named Independent School of the Year, in July 2016 it won the Outstanding Progress Award in the independent sector at the Education Business Awards and in November 2016 it received the Outstanding Leadership Team award at the Leadership Awards.

For us, success is about more than just exam results or awards. We celebrate each pupil as an individual, and aspire for them to leave St Joseph's as mature and confident citizens, ready to tackle life head on with energy and vigour.

The successful candidate will be fully supportive of the College Catholic tradition and ethos.

For further details about the school please visit our website www.sjcr.org.uk or contact the Headmaster's PA.

Applicants for these posts need to complete the application form and return it together with a covering letter to recruitment@sjcr.org.uk or alternatively send by post to Mrs Gravenor, Headmaster's PA, at the address below. Electronic application is encouraged and preferred.

St Joseph's College, Upper Redlands Road, Reading RG1 5JT | 0118 966 1000

Closing date: Noon, Monday 30 July 2018

The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The successful applicant will be subject to an Enhanced DBS check.



Follow us on Twitter
[@schoolvacancies](https://twitter.com/schoolvacancies)



Life Education
Wessex & Thames Valley

Educator

Term time only (0.8, full-time considered)

Salary: £19,250 - £25,410 (Scale 1/2, pro-rata)

A rare opportunity to join our team of Educators in the delivery of specialised health, well-being and drug education programmes to primary aged children throughout Thames Valley/North Hampshire.

Ideally resident in the Newbury/Reading area, you will preferably have recent experience of working with young children and knowledge of and an interest in health, well-being and drug issues. A flexible approach is required as the days worked each week may vary.

Life Education Wessex & Thames Valley is a charity working with schools and the community to help children make informed healthy choices and stay safe. Educators use positive and dynamic teaching strategies and specially designed visual aids and models to make children aware of the wonders of the body and how to look after it. The fun, age-appropriate and memorable programmes are primarily delivered in purpose built mobile classrooms.

The successful candidate will be required to undergo and pass an intensive three month training course and be subject to an enhanced DBS check.

Visit <https://www.lifeeducationwessex.org.uk/join-us> for information pack.

Closing date: Monday 24th September 2018 | Interviews: Thursday 4th October 2018

Applicants must have eligibility to work in the UK and a full UK driving licence.

Charity Number: 1071094

A UNIQUE OPPORTUNITY FOR COLLEAGUES TO WORK AT DITTON PARK ACADEMY, SLOUGH



ICT Technician

£20,354 – £21,982 pa, pro rata • Full-time, 41 weeks per year

Ditton Park Academy opened in September 2014 when we welcomed our first cohort of Year 7s, and we will be growing every year until the academy is fully subscribed in 2021. We moved into our new £19 million new build in September 2017.

The school comes from a unique, innovative and collaborative partnership involving the headteachers of the existing secondary schools in Slough and is the first school opened by The SASH Education Trust (Slough Association of Secondary Headteachers).

We are looking for ambitious support staff to join the academy and join an expanding team to help build upon the successful foundations laid in our first few years.

The successful candidates will have the enviable opportunity to shape, lead and develop learning across the school as we continue to grow over the next five years. We believe that this is a fantastic opportunity for any member of support staff!

Please contact **Sarah Cuthbert** for a recruitment pack at S.Cuthbert@dittonparkacademy.co.uk or visit our website www.dittonparkacademy.co.uk

Closing date: 10am, Thursday 19 July 2018

Interviews to be held: Monday 23 or Tuesday 24 July 2018

Ditton Park is committed to safeguarding children; successful candidates will be subject to an enhanced Disclosure and Barring Service check.



A: Kings Reach, Slough, Berkshire SL3 7UX • **T:** 01753 537594
E: office@dittonparkacademy.co.uk • www.dittonparkacademy.co.uk



INVIGILATORS NEEDED

£9.29 per hour, hourly claiming basis

Required for September 2018 (Start of casual contract)

IMAGINE walking into school and seeing a dinosaur - or a plane - or a badger. The Langley Academy is not just another school; it is a new way of learning. As the UK's first museum school, The Langley Academy has a museum within the building. Here you are encouraged to use your imagination to create new ways to ignite students' desire to learn.

We are ideally situated, only minutes from the M4 at Junction 5 and the M25, and with excellent rail links to Central London. If you chose to live here, renting is cheaper than in Central London, yet you are in town quickly. Windsor, Marlow or Henley are close and if you enjoy weekend travelling it takes about 15 minutes to Heathrow. We border Buckinghamshire, with no less than 100,000 acres which are designated Areas of Outstanding Natural Beauty - including a substantial part of the magnificently wooded Chiltern Hills. Whether you are into the outdoors or want to be close to London, working here is ideal.

We are looking to recruit a number of exam invigilators. They would be required for examinations throughout the school year, but particularly in May and June.

Duties will include supervising students taking examinations, preparing exam rooms and distributing and collecting exam papers. The post will report to our Exams Officer.

The ideal applicant will be highly organised, vigilant and reliable, have excellent attention to detail and have the ability to remain calm under pressure.

Full training will be given.

To apply for this position please download the application form from our website www.langleyacademy.org and email to Tara Mackay tara.mackay@langleyacademy.org

*You have a package of staff training and support with a clear focus on developing and sharing first rate teaching and learning. (OFSTED November 2017)

The Langley Academy 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 a DBS check.

Langley Academy, Langley Road, Langley, Slough, Berkshire SL3 7EF • Tel: 01753 214440

OXFORDSHIRE COUNTY COUNCIL

Chiltern Edge School

Reades Lane, Sonning Common, Reading RG4 9LN
Tel: 0118 9721500 • Fax: 0118 9721501
Email: Office@chilternedge.oxon.sch.uk



Cover Supervisor

Hours: 8.00am – 4.00pm. Term time only + 5 Inset days
Pay: Grade 6 (£18,870 – £20,541 pro rata)

Working as a cover supervisor can be extremely rewarding but is also very demanding.

Your responsibilities will include but are not limited to:

- covering lessons when permanent staff are absent
- ensuring behaviour policies are followed to ensure a positive environment for learning
- ensuring students complete the work that has been left for them
- cover lessons across subject and ability range. Flexibility and confidence is essential
- collect any completed work after the lesson and return it to the appropriate teacher

It is preferable that you have previous experience working with children and young people. Behaviour management experience is also desired for this position.

If you are interested in this post, please contact us to ask for an application form or to arrange a visit to the school.

Closing date: 18 July 2018 | **Interview date:** w/c 23 July 2018
Start date: 1 September 2018

Oxfordshire Schools are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.



As the largest primary school in the country, we are excited to be recruiting for a variety of roles to meet the needs of our rapid expansion. Following on from our recent successful Ofsted judgement (February 2015) we are seeking ambitious values driven professionals who are willing to work with us in our expansion and support us in driving forward the agenda for social equality and excellent provision for our children. These roles are required for our Town Hall Campus.

Teaching Assistant Level 3

Required for September 2018 • Salary: SCP 14-18
Actual Salary: £10,478 – £11,484 pa (inc LW)
25 hours per week • Term time only

Claycots Town Hall Campus is looking to recruit an experienced teaching assistant to work within the Inclusion team. Reporting to the SENCO, you would be responsible for delivering support to children within a specific phase. Working alongside the class teacher, you would work with small groups of children in class, deliver small group interventions outside the classroom and be responsible for supporting the pastoral care of the children within the year group.

The ideal candidate will have experience of working with children in a school setting and a proven track record of having a positive impact on children's progress and attainment. A good understanding of how to support children's learning is essential.

Candidates should hold an NVQ Level 3 Diploma in Supporting Teaching and Learning in Schools or be working towards this. During the selection process, you would need to demonstrate a good level of written and spoken English and functional Maths skills in order to support children up to the age of 11. GCSE Grade C in English and Maths are desirable.

Teaching Assistants (One-to-One)

Required for September 2018 • Salary: SCP 10-13
Actual Salary: £10,017– £10,315 pa (inc LW)
25 hours per week • Term time only
Fixed Term with named child

We are looking to recruit Teaching Assistants to support children with additional needs. The majority of your time would be spent with a named pupil but you would also be working with small groups within the classroom. You may also be asked to deliver speech and language therapy, occupational therapy or physiotherapy programmes under the direction of the relevant professionals and the SENCO.

The ideal candidate will have a good standard of written and spoken English and Maths skills at a suitable level to support children up to Key Stage 2. Experience of working with children is desirable, but not essential as support and training will be provided.

Applications from both male and female candidates are welcomed. The children have asked for a teaching assistant who is "kind" and "helpful".

These roles are on a fixed term basis to support a named child whilst in attendance at Claycots School.

For further information, email: recruitment@claycots.slough.sch.uk or contact contact Sarah Pepperdine, HR Officer, on **0118 207 0421** for an application pack. A downloadable application form is available on our school website: www.claycots.com/160/vacancies

Closing date: Noon, Friday 20 July 2018
Shortlisting: Monday, 23 July 2018
Interviews: TBC

We welcome candidates to visit the school, please contact **0118 207 0421** to arrange a tour.

Applicants will be required to demonstrate their commitment to promoting and safeguarding the welfare of children and young people in line with Claycots's policies and procedures. A satisfactory Enhanced DBS disclosure is required for this role. The school will request references before interview.



South Lake Primary School

Campbell Road, Woodley, Reading RG5 3NA
Tel: 0118 969 1672
E-Mail: admin@southlake.wokingham.sch.uk
Website: www.southlakeprimary.co.uk
Headteacher: Mrs A Butler-Willis



TEACHING ASSISTANT

Required for September

9:00 – 3:15, Monday – Friday

Salary Grade 3 (£9.16 - £9.67 an hour)

We are seeking to appoint an exceptional, enthusiastic and inspirational Teaching Assistant to work initially in our Reception unit of sixty children. The position will include some lunchtime supervision.

The successful applicant will:

- Ideally have experience of working with children in an Early Years setting and have contributed to the observation, planning, teaching and assessment cycle.
- Understand how children learn through play and be able to enhance the play spontaneously.
- Have a good knowledge and understanding of the principles of EYFS and the characteristics of effective learning.
- Be an inspirational and reflective practitioner.
- Have good interpersonal and communication skills.
- Be able to make a positive contribution to an outstanding and friendly team.
- Be committed to social inclusion.
- Be enthusiastic in order to motivate children to reach their full potential whilst providing support and challenge.
- Has a good standard of written and spoken English.
- Ideally have a relevant qualification.

Applications will be considered as they arrive.

For further information, please contact Mrs Sarah Jacques in the school office.

The school is fully committed to safeguarding and promoting the welfare of children. This position requires an enhanced Disclosure and Barring (DBS) check. Further details can be found at <https://www.gov.uk/disclosure-barring-service-check>



Please mention
GREEN SHEETS

when applying for vacancies

Colnbrook C. of E. Primary School

High Street, Colnbrook, Berks SL3 0JZ
Telephone: 01753 683661
www.colnbrookprimary.com



SEN Teaching Assistant

A fixed term contract for one year commencing September 2018

Monday to Friday, 8am – 4pm, term time only.

Graduates seeking primary school experience are welcome to apply.

Salary: SCP 11-21 (£14,291.88 - £16,541.58)

Come and join our School and make a difference!

We are looking for someone to support children in the mainstream classroom, who has excellent interpersonal skills, displays a level of initiative and is a team player.

Visits to the School are encouraged. Please contact Mrs Angela Ford on 01753 683661 or email angela.ford@colnbrookprimary.com for further information and an application form. Alternatively, go to the school website www.colnbrookprimary.com

Applicants will be required to demonstrate their commitment to promoting and safeguarding the welfare of children and young people, including PREVENT, in line with the school's policies and procedures. A satisfactory Enhanced DBS disclosure is required for this role. The school will request references before interview.

Closing date: 9.00am Monday 23rd July 2018

Early applications are encouraged and we reserve the right to close the vacancy early if a suitable candidate is found.

(Part of Slough and East Berkshire Multi Academy Trust (SEBMAT))

RANIKHET ACADEMY

Spey Road, Reading RG30 4ED
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LEARNING SUPPORT ASSISTANT – LEVEL 2

RG3 (SCP15 – 21) Actual Salary £14,378 - £16,434 pa
(Full time equivalent: £17,972 - £20,541 pa, pro rata)
35 hours per week, term time only inc. inset days
Required September start

We are looking for an enthusiastic, highly motivated, innovative and passionate person to join our excellent team of Learning Support Assistants to help us achieve the very best for our children in KS1 & KS2.

The successful candidate will:

- Have a level 2 qualification NVQ2 or equivalent
- Have good communication skills
- Inspire our children with proactive learning
- Be required to deliver intervention to small groups of children and support learning in the classroom
- Flexible and able to work on your own initiative
- Have commitment to teamwork

About REAch2:

Founded in 2012, REAch2 Academy Trust is the largest primary-only academy trust in the country. It is a growing charitable organisation currently supporting over 55 primary academies across England, including 3 in Reading. REAch2 is a family connected by a common desire to learn from each other, share experiences and be mutually supportive across the entire academy community. We work as a team to deliver exceptional learning opportunities for all pupils in REAch2.

Application forms and details are available on our website www.ranikhetacademy.co.uk

Closing date for applications: Midday, Friday 20th July 2018
Interviews to follow after shortlisting

This school is committed to safeguarding and promoting the welfare of children and expect all staff and to share this commitment. The successful candidate will be subject to all necessary pre-employment checks, including: an enhanced DBS; Prohibition check; Childcare Disqualification (where applicable); qualifications (where applicable); medical fitness; identity and right to work. All applicants will be required to provide two suitable references.

