



# GREEN SHEETS

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**JUNE 29 2020**

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## Calls for review of KS2 tests after introduction of RBA delayed

The introduction of the new reception baseline assessment (RBA) has been delayed by the government, meaning that schools will not be required to set it for pupils this autumn. The RBA will now not become mandatory until September 2021.

Nick Gibb, the schools minister, said the decision had been made because 'some schools may not have had the time they need to familiarise their teachers and staff with the process'.

However, he reiterated that the government is 'committed' to introducing the RBA, and promoted the opportunity for schools to sign up this year for the 'early adopter year', which would offer the opportunity for them to familiarise themselves with the content and administration of the assessment before it starts being used for accountability purposes.

Commenting on the decision Geoff Barton, general secretary of the Association of School and College Leaders, said: 'We support the decision to suspend the reception

baseline assessment for 12 months as a sensible and pragmatic response to the disruption caused by the coronavirus emergency. We understand that schools which wish to become early adopters of the assessment can still do so. This is not the time to introduce a new national assessment when teachers have to be able to focus on reintegrating children back into schools, and we are pleased this has been recognised by the government.'

He also called on the government to undertake a review of the Key Stage 2 tests due to take place in May 2021 'as a matter of urgency', and called for them not to be used for accountability purposes. 'There may be merit in allowing schools to run them for their own checks and to support children's transition to secondary education.', he said, 'But it would be wrong to use them for school performance tables after so much disruption and as schools focus on helping children catch-up.'

**NEXT EDITION: JULY 6 2020 - DIGITAL ONLY**

**Spike Publications Ltd would like to thank all school staff for their hard work in these challenging times.**

## PRIMARY EDUCATION including Nursery

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See advertisement on this page

## SECONDARY EDUCATION

See advertisement on page 6 and also under Special Education on page 6

## SPECIAL EDUCATION

See advertisement on page 6



The Coombes  
CE Primary School



## KS2 Class Teacher

Part Time .4

Required for September 2020

Main Pay Scale

QTS

### *A love of learning grows here*

As a member of The Keys Academy Trust, the successful applicant will have access to high quality professional development, leadership training and career progression within The Trust.

The staff at The Coombes Church of England Primary School have an exciting vision for our future. We are looking to expand our team of dynamic and supportive staff in KS2. This part time role, offers the successful candidate the opportunity to share a class with one of our more experienced members of staff. Our dedicated team of teachers work closely together, both within the school and across The Trust to ensure that every child enjoys learning and maximises their potential. As a Church of England School we have an underlying Christian ethos which permeates all we do.

### The successful candidate will be:

- highly motivated, creative and resourceful, with a deep commitment to developing engaging and challenging lessons
- an effective communicator and team player able to plan and work with other members of the phase group
- able to work with a colleague to ensure consistency of learning and behaviour expectations for our children across the week

### We can offer you:

- children who are kind and keen to learn
- a great team of talented, supportive and enthusiastic staff
- a happy school with strong links with the church and other schools within The Keys Academy Trust
- a commitment from the leadership team to ensure a positive work - life balance
- the chance to develop a rich and engaging curriculum which has the school's amazing grounds supporting teaching and learning

To request an application, please contact the School Office on **0118 9760751** or email: [som@coombes.wokingham.sch.uk](mailto:som@coombes.wokingham.sch.uk)

Due to restrictions around COVID-19, the interview will take place via Microsoft Teams.

**Closing date: 1700 Tuesday 7 July 2020**

**Interviews will be held week beginning Monday 13 July 2020**

We are an equal opportunities employer and are committed to celebrating the diversity and continued professional development of all our staff.

*The Coombes Church of England Primary School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All appointments are subject to satisfactory references, pre-employment checks and DBS checks.*

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**Job seekers:** Please visit our website [www.schoolvacancies.co.uk](http://www.schoolvacancies.co.uk) and subscribe at the bottom of the home page.

**Class Teacher to join us from September 2020**  
**Salary points M1 – M6 • Closing date: 6 July 2020 • Flexible interview dates**

**What's important to us?**

- Highly creative teachers with passion, commitment and drive to ensure that we secure the best outcomes for every child.
- Teachers who have the skills to bring out the best in our children.
- Energy and positivity and the ability to work effectively as part of our team.
- A talent for supporting and engaging parents.
- Someone who wants to make a difference in our community.
- Teachers with the ambition to progress to leadership as opportunities arise – we are a school committed to growing future leaders.
- The well being of all our staff and pupils.

If you're interested please visit our website to really appreciate what we have to offer.



Whitley Park Primary and Nursery School  
 Brixham Road, Reading, Berkshire RG2 7RB

**What people like and admire about Whitley Park...**

- Children who enjoy being at school and who engage positively with all aspects of their learning.
- A climate where people love to come to work.
- We employ our own Specialist Sports Teachers, Play Therapist, Speech and Language Therapist and Welfare Officer.
- Within our school day, we offer a strong and experienced TA team who include specialist TA's and EYP's.
- A commitment to ensure that every child has access to a rich and holistic curriculum to meet their individual needs.
- A supportive and passionate leadership team.

Whitley Park is a large 3 form entry primary school with excellent facilities, outdoor learning environments for every year group and a strong and highly committed team, who put children at the heart of everything that they do. Our website address is: [www.whitleyparkprimaryschool.co.uk](http://www.whitleyparkprimaryschool.co.uk)  
 Please contact Sue French by email [admin@whitleypark.reading.sch.uk](mailto:admin@whitleypark.reading.sch.uk) to request an application pack.

Please do not send a CV. For the purposes of Equal Opportunities we can only accept Reading Borough Council application forms.

For more information about teaching and living in Reading go to [www.teachinreading.org](http://www.teachinreading.org) and [www.livingreading.co.uk/move-to-reading](http://www.livingreading.co.uk/move-to-reading)

*Whitley Park Primary and Nursery School is committed to safeguarding and promoting the welfare of children and the successful applicant will be subject to an enhanced disclosure through the Disclosure and Barring Service.*

## Meet coronavirus costs from existing budgets, DfE tells schools

It has been confirmed that schools should meet the costs of wider reopening from their existing budgets, following updated guidance from the Department for Education (DfE). The updated guidance sets out how and for what schools can claim exceptional costs associated with coronavirus for the period from March to July 2020.

The areas which schools can claim for are increased premises costs related to schools staying open during the Easter and half term holidays for vulnerable children and the children of key workers; support for free school meals for eligible children who are not attending school; and additional cleaning - but only where this is as a result of one or more confirmed or suspected cases of coronavirus at a school. Any other additional cleaning is not covered by the fund, despite schools being advised to increase the

routine cleaning of workspaces and equipment in separate DfE guidance.

Furthermore schools are only eligible for reimbursement where the additional costs associated with coronavirus would result in a school having to use historic surpluses or increase the size of a historic deficit or prevent the planned repayment of a historic deficit. Where schools are unable to meet up-front payments related to coronavirus because of cash flow issues, the DfE advises that 'schools should follow the normal process for seeking short-term advances to support their cash flow by contacting the ESFA if they are an academy, or their local authority if they are a maintained school.'

Full DfE reimbursement guidance:  
<https://tinyurl.com/qqynj9m>

THE QUEEN ANNE ROYAL FREE CE FIRST SCHOOL

## Class Teacher

**Main Scale • Required from September 2020**  
**Full time and part time job share will be considered**

The Governors and Head Teacher would like to appoint a motivated and enthusiastic class teacher to join our team.

The successful candidate will be passionate about teaching, be committed to high standards of behaviour and have an appreciation of the needs and abilities of a diverse range of children.

The Queen Anne is a small, but perfectly formed, popular five class First school on the edge of Windsor town close to the Great Park. With a recent good Ofsted, this is a great place in which to work!

We can offer you:

- motivated pupils
- friendly and dedicated staff
- supportive parents
- regular training, support and advice
- a chance to be part of the next exciting steps in our school development.

**Application packs are available from the office: [queenanne@rbwm.org.uk](mailto:queenanne@rbwm.org.uk)**

**Closing date: 10 July 2020**

**Applications will be considered on receipt. Applicants are encouraged to apply as soon as possible.**

*The Queen Anne First School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All appointments are subject to satisfactory references, pre-employment and DBS checks.*

**The Queen Anne Royal Free  
CE First School**

Chaucer Close, Windsor, Berkshire SL4 3EH  
Tel: 01753 830885 • Email: [queenanne@rbwm.org.uk](mailto:queenanne@rbwm.org.uk)  
[www.queenannefirstschool.org.uk](http://www.queenannefirstschool.org.uk)



THE ROYAL BOROUGH OF WINDSOR & MAIDENHEAD



**Streatley C of E (VC) Primary School**

The Coombe, Streatley, Reading RG8 9QL  
[www.streatleyprimary.co.uk](http://www.streatleyprimary.co.uk)

## KS1 TEACHER

**0.4 Permanent**  
**Part-time contract from September 2020**

We are a 0.5 form-entry school on a fantastic site.

**We can offer the right candidate:**

- Very small year groups with a thirst for fun.
- A fantastic, supportive staff team including governors and PTA – high morale.
- Professional development in outdoors, IT and your strengths.
- Brilliant children, families and community.
- A setting with incredible grounds and surrounding areas of natural beauty.

This post would be suitable for an NQT or an experienced teacher.

Streatley CofE Primary School is an inspiring and exciting place to be. Both our SIAMS and Ofsted reports were judged as 'Good'. We are an inclusive school, with a view to supporting those close to us and then further afield. Our children are individual and great fun. Staff morale is high. Parents are extremely supportive and work well with us.

An application form and job description are available to download on our website: <http://www.streatleyprimary.co.uk/whats-on-2/vacancies/>

**Closing date: noon, Thursday 2<sup>nd</sup> July 2020.**

*At Streatley Primary School we are fully committed to safeguarding our pupils and staff. We take notice of and adhere to all the national and local policies and guidance in regard to Safeguarding Children and Young People.*



**CURRIDGE PRIMARY SCHOOL**  
Curridge, Thatcham, Berkshire RG18 9DZ

## MATERNITY COVER EYFS & Year 1 Class

**to start September 2020 Fixed Term Maternity Cover**

**Applications from NQTs and experienced teachers welcome**

Come and join our friendly village school. We are a supportive and dedicated team, working with amazing children, in a beautiful woodland environment. We aim to provide outstanding learning opportunities for children and adults; so that we can all learn, develop and succeed.

We would love to meet you and we welcome visits to our school. If you would like to visit, or apply, please contact the school office by phone on **01635 200486** or e-mail at [finance@curridge.w-berks.sch.uk](mailto:finance@curridge.w-berks.sch.uk)

You can find all details on our website [www.curridge.w-berks.sch.uk](http://www.curridge.w-berks.sch.uk)

**Closing date: 10<sup>th</sup> July 2020**

**Interviews: Week commencing 13<sup>th</sup> July 2020**

*Curridge School is committed to safeguarding and promoting the welfare of children. Successful candidates will be subject to an enhanced DBS disclosure application along with other relevant employment checks.*



Please mention  
**GREEN  
SHEETS**

when applying for vacancies



The TLC Nursery Federation  
Interim Headteacher: Mrs Zoe Keating  
**Slough Centre Nursery School**

Tel: 01753 521975  
Email: [admin@slough-nursery.slough.sch.uk](mailto:admin@slough-nursery.slough.sch.uk)  
Web: [www.sloughcentrenursery.co.uk](http://www.sloughcentrenursery.co.uk)

## NURSERY TEACHER

**Start date:** September 2020  
**Contract type:** Part time/job share (0.6 FTE)  
**Salary:** MPS  
**Contract term:** Permanent

Are you a committed and passionate Early Years Teacher? Are you interested in working within a friendly team of like-minded colleagues who focus on the development of the whole child? Would you like to work in a school where children's needs and interests are put first and supported through quality play based learning experiences within a rich early years environment? If yes, then we would like to hear from you.

**We can offer you:**

- A play based learning environment where children's well-being and involvement is paramount.
- Lots of opportunities for personal development, including the development of leadership skills.
- A warm and welcoming atmosphere where we value innovation, creative thinking and we are all enthusiastic learners.

**We are looking for a nursery teacher who is:**

- An excellent teacher with successful experience of teaching in a school.
- A person who has a genuine passion for early childhood development.
- Able to inspire and support children to become active, independent thinkers and learners.
- Able to understand and be sensitive to the needs of very young children.
- A person who has a strong belief in the effectiveness of teamwork.
- Committed to high standards of teaching and classroom practice.
- Able to positively promote inclusion and have high expectations for all children.
- Able to work effectively as part of a team and establish positive relationships with pupils, parents, governors and staff.

The successful candidate will work in one of our 3 and 4 year old classes as part of a job share with another experienced nursery teacher.

Visits to our nursery are welcomed and encouraged (by appointment only please). For further information and an application pack please contact the main school office. Telephone: **(01753) 521975** or by email: [admin@slough-nursery.slough.sch.uk](mailto:admin@slough-nursery.slough.sch.uk)

**Closing date:** Friday 3<sup>rd</sup> July  
**Interviews to be held:** Week beginning 6<sup>th</sup> July

*The school is committed to safeguarding and promoting the welfare of children and young people. An enhanced Disclosure and Barring Service check will be sought for the successful candidate. References will also be sought during the safer recruitment process to ensure your suitability to work with children.*



**MOORLANDS PRIMARY SCHOOL**  
**PERMANENT NURSERY TEACHER**  
**REQUIRED SEPTEMBER 2020**  
MPS | NQTs welcome

We are looking for an excellent Nursery teacher to join our friendly and committed team. We need an individual who is enthusiastic, dynamic and committed to achieving the best for every child using an inspiring curriculum.

Are you passionate about ensuring all children are engaged in learning and develop into confident, caring individuals who love to learn? Do you want to work somewhere where you are valued as an individual and where staff like to laugh?

Then Moorlands is the place for you!

**We are looking for people who:**

- Are passionate about learning and committed to school improvement.
- Have excellent interpersonal skills, along with energy and enthusiasm

**We can offer:**

- Happy, confident children who enjoy coming to school and have positive attitudes towards learning
- Hardworking, dedicated team of staff and governors, with supportive parents
- Opportunities for CPD across the Federation

Visits are encouraged and welcomed. For an application pack please email [bursar@moorlands.reading.sch.uk](mailto:bursar@moorlands.reading.sch.uk) or to arrange a visit call the school office on **0118 901 5505**

**Closing date: Applications will be considered upon receipt**  
**Interview date: to be confirmed**

*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 Disclosure and Barring Service check will be sought from the successful candidate.*

Executive Headteacher: Mrs Nicola Browne  
**Moorlands Primary School**  
Church End Lane, Tilehurst, Reading RG30 4UN | Tel 0118 901 5505

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**LEIGHTON PARK**  
FOUNDED 1890

HMC Co-educational boarding and day school for students aged 11-18

## TEMPORARY LEARNING SUPPORT TEACHER

**Full time, from September 2020 for one term**

If you are an effective and ambitious Learning Support Teacher who is committed to raising standards of student performance through positively impacting on teaching and learning, then Leighton Park is your next school. We are looking for a temporary Learning Support Teacher for one term initially, to start in September 2020.

As well as being an excellent classroom practitioner who can teach across all age ranges, you should be passionate about supporting all students by developing and supporting classroom practice so that all students make rapid rates of progress. You will be working with children (on both a one-to-one and small group basis) who need additional support in order to reach their full educational potential. This includes children with learning, emotional, behavioural or communication difficulties, conditions such as ASD, dyspraxia, dyslexia and ADHD, sensory impairments (for example, visual impairment), sensory processing disorder and mental health issues.

A key aspect of this role is identifying individual needs and being responsible for creating a safe, stimulating and supportive learning environment. This is a demanding but incredibly rewarding role. You will be unwavering in your belief that with the right support and quality teaching, all students can succeed. We are looking for an excellent practitioner, who is committed to making a real difference to the lives of young people.

Leighton Park School is set in over sixty acres of beautiful parkland near to the heart of Reading. Leighton Park offers a distinctive atmosphere that creates achievement with values, character and community. Founded on Quaker principles, we seek to inspire each student to fulfil their academic and personal potential and be reflective, purposeful adults. We appoint candidates who will contribute and thrive in our vibrant community.

The school offers a supportive and professional workplace with excellent terms, conditions and benefits and a willingness to participate in extra-curricular life of our busy boarding school is essential.

To apply, please download an application pack from our website and email it to [apply@leightonpark.com](mailto:apply@leightonpark.com)

**Closing date: Midday, Wednesday 1<sup>st</sup> July**  
**Interviews will be held shortly after**

*Leighton Park School is committed to safeguarding and promoting the welfare of children and young people, therefore the successful candidate will be required to undergo an enhanced DBS check as part of our recruitment process.*

## SECONDARY EDUCATION

See advertisement on the left of this page

## SPECIAL EDUCATION

See advertisement below

### BISHOPSWOOD SCHOOL



*A small successful special school for pupils 2 – 16 years with severe or profound learning difficulties, ASD and complex learning difficulties including challenging behaviours. The school is on a split site and has an inclusive ethos. It is situated close to Reading.*

## 0.6 Class Teacher required as soon as possible

We are looking for a caring, enthusiastic and energetic individual and are keen to hear from teachers in primary or secondary mainstream who are looking to move into special educational needs, as well as those currently working in special schools. We would also welcome applications from NQTs.

Salary: TMS/UPS, dependent upon experience, plus 1 SEN point (£2,209).

To find out more, please contact the school for an information pack.

Tel: **0118 972 4311** or email: [office@bishopswoodschool.co.uk](mailto:office@bishopswoodschool.co.uk)  
Website: [www.bishopswoodschool.co.uk](http://www.bishopswoodschool.co.uk)  
School address is Grove Road, Sonning Common, RG4 9RH

**Deadline for applications: Monday 6<sup>th</sup> July**  
**Interview date: Friday 10<sup>th</sup> July**

*Oxfordshire County Council is an equal opportunities employer. The school is committed to safeguarding children and promoting the welfare of children and young people and expect all staff and volunteers share this commitment.*

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# GREEN SHEETS

non-teaching vacancies

WEEK BEGINNING **JUNE 29 2020**

## ADMINISTRATION

See advertisements on this page and pages 2, 3, 4 and 5

## CARETAKING AND CLEANING

See advertisements on pages 5 and 6

## EARLY YEARS PRACTITIONERS

See advertisements on pages 6 and 7

## EXTENDED HOURS CARE

See advertisement on page 8

## SUPPORT STAFF

See advertisements on pages 4, 6, 7, 8, 9, 10 and 11

### ENBORNE C of E PRIMARY SCHOOL

Tel: 01635 40569  
Website: [www.enborne.w-berks.sch.uk](http://www.enborne.w-berks.sch.uk)  
Email: [office@enborne.w-berks.sch.uk](mailto:office@enborne.w-berks.sch.uk)



### ADMINISTRATIVE/FINANCE ASSISTANT REQUIRED FOR SEPTEMBER 2020

We are seeking to appoint an administrative assistant for the growing needs of our busy, friendly school office. We are looking for a person who is dependable, flexible and hard working. You will be responsible for undertaking general reception, administration and supporting finance duties. You will assist the School Administrator, the Finance Officer and Head of School/Executive Headteacher. Knowledge of Health & Safety and financial experience will be beneficial and is desirable.

#### You should be able to demonstrate the following abilities:

- Proven organisational and time management skills
- Able to multitask, prioritise workload and use initiative
- Excellent communication and interpersonal skills: able to deal with parents, staff and children
- Respect confidentiality with sensitivity and judgement
- Excellent ICT and Word Processing skills
- Financial systems or background knowledge

Up to 13 hours per week, term time only including INSET days.  
Band C | FTE £18,065

Please contact the school for application form and job description.

Closing date: Midday Friday 10<sup>th</sup> July | Interviews: Thursday 16<sup>th</sup> July

Tel: 01635 40569 Email: [office@enborne.w-berks.sch.uk](mailto:office@enborne.w-berks.sch.uk)

The school is committed to safeguarding and a DBS check will be required from the successful candidate. Any post or job offer is subject to references.



## EAL CO-ORDINATOR

Salary Level 3: £19,795 – £20,520 pa, pro-rata • £16,052.15 – £16,640.07 pa, based on term time only • 35 hours a week

**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 min 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.

Do you have the drive, enthusiasm and commitment to deliver outstanding support to help young people? This is your opportunity to join a dedicated team of staff who are committed to providing the best possible education for our students.

The Langley Academy is seeking to appoint an EAL Co-ordinator from April 2020. We are looking for an enthusiastic and dynamic person to provide administrative and secretarial support within our academy to the EAL department.

This is a key position that requires confidentiality, flexibility, accuracy and a sense of humour. You must be comfortable in dealing with people from all backgrounds and have a great deal of common sense and initiative. You will need to be well organised, patient and able to prioritise effectively. Your command of the English language (written and oral) must be exemplary. You will be working as part of our EAL team in a fast moving and supportive environment.

If you are interested in this post, please visit our school website [www.langleyacademy.org](http://www.langleyacademy.org) where you will find more information together with an online application form. If you would like further information or arrange a visit to the school, please contact Tara Mackay, PA to Executive Principal and HR Assistant on **01753 214474**.

**Closing date: 9am, Friday 3 July 2020**

**Interviews: week commencing 6 July 2020**

*The Trust reserves the right to interview and appoint a suitable candidate before the closing date.*

'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**

**NEXT EDITION: JULY 6 2020 - DIGITAL ONLY**



Primary and Secondary Pupil Referral Units within West Berkshire

**Required September 2020:**

Integration (Yr 7 – 11) – Calcot

## 20 hours Unit Administrator

Grade D 5 – 9 | Permanent

Flexible all sites, (Yr1 – Yr13) Newbury, Calcot, Thatcham

## 16 hours Administrator

Grade D 5 - 9 | Fixed Term to 31 August 2021

Independence (Yr 11 – Yr 13), Newbury

## HR Administrator

6 hours | Grade D 5 – 9 | Permanent

iCollege provides education for learners who struggle to access mainstream education and might have SEMH needs. Learners may have been excluded from school, be at risk of exclusion or have attendance issues. We are seeking dedicated, enthusiastic and hardworking staff for our primary and secondary provisions.

The successful applicants will work as part of a strong team of administrators, although will be expected to work remotely from the team on specific sites. Applicants need to be motivated, innovative, enthusiastic, flexible, practical, resourceful and highly confidential. Experience of SIMS is desirable, training will be provided. Roles within iCollege are varied and you may be required to support learners who can sometimes become angry or distressed.

Ideally the HR applicant should have HR administration experience, but training will be provided. Posts can be combined for the right applicants.

These will be a challenging roles, however we offer a supportive Leadership Team as well as ongoing personal development.

**Closing date: Sunday 5<sup>th</sup> July 2020 – 5.00pm**  
**Remote interviews will take place week commencing 13<sup>th</sup> July 2020**

**For further information or an application pack please email**  
**recruitment@icollege.org.uk or phone Karen Price 07765 568623**

This School 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. Successful candidates will be subject to Enhanced Disclosure and Barring Service (DBS) checks along with other relevant employment checks.



## Hawkedon Primary School

Hawkedon Way, Lower Earley, Reading, Berkshire RG6 3AP  
Telephone number: 0118 9667444 | [www.hawkedon.wokingham.sch.uk](http://www.hawkedon.wokingham.sch.uk)

# ADMINISTRATOR

**Grade 5 SCP 12–17; £21,589 - £23,836 pa**  
**(actual salary £6,046 - £6,675 pa)**

**10 hours per week | Term time only**

**Fixed term for 1 year in the first instance**

**Required for September 2020**

**We can offer:**

*Flexible working hours*

*Home working when appropriate*

*Support to develop this role*

The Schools Learning Alliance is a growing group of Primary Schools (currently 15 schools) who have collaborated over the last 3 years to develop effective school led improvement. Our vision is for schools in the same locality to collaborate, draw upon expertise, and provide an outstanding education for all children.

As an alliance of schools, we have an extensive level of expertise to improve the outcomes for children & we are seeking a motivated and driven Administrator to join our friendly team. This position is currently based at Hawkedon Primary School but you will be required to work across sites and work from home. This is a varied and interesting role with tasks including monitoring the accounts, marketing & planning SLA events. An ability to organise, prioritise work, remain calm and work in a professional and confidential manner is required.

To find out more about The Schools Learning Alliance, please visit  
<https://schoolslearningalliance.org/>

To arrange a visit or request an application please contact  
[apeacock@hawkedon.wokingham.sch.uk](mailto:apeacock@hawkedon.wokingham.sch.uk)  
Application forms can also be downloaded from the school website  
<https://hawkedon.schooljotter2.com>

**Applications will be considered upon receipt with the final date for submission being noon Monday 6<sup>th</sup> July 2020.**

Hawkedon Primary School is committed to safeguarding and promoting the welfare of children. The successful applicant will be DBS checked and need two strong references.

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**Job seekers:** Please visit our website [www.schoolvacancies.co.uk](http://www.schoolvacancies.co.uk) and subscribe at the bottom of the home page.

Pioneer Educational Trust is looking for inspiring, optimistic and **pioneering** people to join our committed Educational Support & Administrative Teams. Currently, the Trust Schools are Upton Court Grammar School in Slough, Trevelyan Middle School in Windsor and Foxborough Primary School in Langley.



**Our ethos is to 'recruit for attitude, train for skill'! Pioneer Educational Trust seeks to invest intelligently, inspire collaboration, drive equality and pioneer so that all learners in our family of schools have equal access to an outstanding education. Our mission is grounded on four core values which our schools embrace:**

- we pioneer: by preparing the way for others to follow, we transcend barriers through aspiration, merit and risk. Pioneer engenders determination, commitment and responsibility to better society through education and learning, never accepting mediocrity
- we inspire collaboration: we believe in working in partnership. In a culture of high trust and intelligent risk-taking, collaboration exists at all levels and between all stakeholders
- we invest intelligently: by providing high-quality professional development for all staff and a positive and enriching work environment. We provide high support and challenge that enables all colleagues to flourish
- we drive equality: providing equal access to an outstanding education is central to the aims of the Trust. The Trust champions the vulnerable and disadvantaged, breaking down barriers to learning.

**In return, we can offer you:**

- well-resourced facilities and the necessary IT equipment
- fantastic communities of staff and students
- benefits which include an employee assistance programme, access to a free, annual seasonal flu vaccination, an extensive range of retail discounts, training and development opportunities
- Additional time to facilitate professional development and collaborative working

## PA to Head, Attendance Officer and Clerk to the ESB

**Pay & Conditions:** Actual starting salary: £25042.00, term time (38 weeks) plus 2 days (Annual full-time equivalent salary would be £27451.00 per annum) plus £619.00 allowance per annum.

**Hours:** 40 hours per week: Monday to Friday: 8am – 4.30pm; lunch break: 30 minutes (unpaid) Up to 6 additional evening meetings for the clerking responsibility **Required:** September 2020 **Location:** Trevelyan Middle School

The most recent OFSTED inspection (2019) graded the school as 'Good' with 'Outstanding' behaviour & attitudes and personal development.

The ideal candidate will have experience of working as a Personal Assistant within a school environment, however this is not essential. The position would suit someone who has the ability to work well under pressure whilst prioritising and working productively and efficiently. We are looking for a proactive, confident and reliable candidate with excellent communication skills and a strong work ethic and a willingness to be adaptable and undertake a broad variety of tasks when required.

**The successful candidate will:**

- Provide professional, efficient administrative customer-led support to the Head
- Be the first point of contact for those wishing to communicate/meet with the Head and to respond professionally, positively and effectively
- Ensure high quality communications from the Head when dealing with staff, students and parents
- Lead on the planning and organisation of whole school events
- Undertake general office, reception and administrative duties as required
- Monitor and follow up student attendance
- Provide a fully confidential and effective administrative service to the Educational Standards Board, formerly known as the Local Governing Body
- Provide advice to the Local Governing Body on governance and procedural matters
- Ensure the Local Governing Body is properly constituted

**CVs on their own will not be accepted.**

**Applications should be sent to Mrs B Lynn, Recruitment Manager: [recruitment@pioneereducationaltrust.org.uk](mailto:recruitment@pioneereducationaltrust.org.uk)**

**For further information and an application form, please visit <http://www.trevelyan.org.uk/34/vacancies/cat/2/support-staff-vacancies>**

**Closing date for applications: midday, Monday 06 July 2020**

**Pioneer Educational Trust reserves the right to interview for all positions as suitable applications are received.**

*Pioneer Educational Trust is committed to safeguarding and promoting the welfare of children. This post is subject to satisfactory references, Disclosure & Barring Service (DBS) check (previously CRB check), and evidence of essential qualifications and proof of legal working in accordance with the Asylum and Immigration Act 1996.*



Please mention  
**GREEN SHEETS**  
when applying for vacancies



**Alder Grove**  
Church of England Primary School

### Alder Grove Church of England Primary School

Alder Grove, Shinfield, Reading, Berkshire RG2 9RA

Alder Grove Church of England Primary School is a new 420-place primary free school in Shinfield, Wokingham, which will open in September 2020 for Nursery and Reception; initially with one class per year group and the aim of growing year on year up to Year 6.

We are looking for exceptional staff to take up these exciting opportunities in a brand new primary school within The Keys Academy Trust. The school is already built and it is on an amazing site with extensive grounds including playing fields, a garden area, a spacious hall, drama studio and dedicated library and technology areas.

## Lunchtime Controller

**This is a part time, permanent, term time only role**

**Starting date: September 1<sup>st</sup> 2020**

6.25 hours per week

Monday to Friday – 12pm to 1:15pm pm

**and**

5 hours per week

Monday to Friday – 11:30 am to 12:30 pm

Grade 3 SCP 5 FTE £18,795 (subject to pay body review)

## School Receptionist

**This is a part time, permanent, term time only role**

**Starting date: Tuesday 1 September 2020**

32.5 hours per week

Monday to Friday – 8:30am to 3:30pm

Grade 3 SCP 5 -6 FTE £18,795 - £19,171

(subject to pay body review)

For more detailed information on these roles and to download an application, please visit [www.aldergroveprimary.org](http://www.aldergroveprimary.org)

We would normally welcome and encourage visits to our school, but at this present time this is not possible. However, please do look at our website, which will give you a flavour of our school.

**Closing date for all posts: Thursday 2 July 2020 at noon**

**Interviews for all posts: Week commencing 6 July 2020**

No Agencies please.



### St Peter's Church of England Middle School

Crimp Hill, Old Windsor, Windsor, Berks SL4 2QY

Telephone: 01 753 866253

Email: [office@st-petersoldwindsor.org.uk](mailto:office@st-petersoldwindsor.org.uk)

Website: [www.stpetersceschool.org](http://www.stpetersceschool.org)

Headteacher: Andy Snipp. BA Hons



## Clerk to the Local Governing Body Part time

**RBWM Scale 3-5 Spinal Point 5-12**

**Salary £20,205 - £23,208 Pro Rata casual hours**

**£11.28 - £12.95**

**St Peter's Church of England Middle School is part of The Oxford Diocesan School's Trust.**

The Local Governing Body of **St. Peter's Church of England Middle School in Old Windsor** is seeking to appoint an enthusiastic and highly motivated administrator to the post of Clerk to the Governors.

This is a unique and exciting opportunity for an excellent Clerk to work to support our Governing Body in the strategic management and development of our school as it enters an exciting period of expansion and growth.

To carry out the role you will need strong organisational skills, the ability to prioritise your work and good interpersonal skills. The ability to work on your own initiative is essential and excellent communication skills are required.

A willingness to work flexible hours is required as the workload is variable. The role also offers the opportunity to contribute the improvement and higher achievement in schools.

The role will be home-based and mostly based around term times. (38 weeks per year) You will need to have flexibility of time to work with the Governing body. You will be required to attend evening meetings at school and Clerk briefing meetings held locally as well as some meetings held during the school day.

Knowledge of how schools and governing bodies operate would be an advantage along with previous experience of similar work but training can be provided.

An application can be downloaded from the schools website

[www.stpetersceschool.org](http://www.stpetersceschool.org)

Or contact Mrs Ravi Matharu School Business Manager **01753 866253**.

Email: [r.matharu@st-petersoldwindsor.org.uk](mailto:r.matharu@st-petersoldwindsor.org.uk)

**Closing date: 10<sup>th</sup> July 2020 | Interview date: TBC**

*St Peter's Church of England Middle 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 DBS disclosure will be sought from the successful candidate.*

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**Job seekers:** Please visit our website [www.schoolvacancies.co.uk](http://www.schoolvacancies.co.uk) and subscribe at the bottom of the home page.



New Christ Church  
Primary School

## Clerk to Governors

RG5 (SP22) £13.20 per hour (timesheet basis)  
Variable working pattern, 15-20 hours per month,  
term time only, some evenings required  
Required September 2020

The Clerk to the Governors will:

- Provide advice to the governing body on governance, constitutional and procedural matters.
- Be across new regulations require governing bodies to have regard to advice from the clerk in regard to exercising the governing body functions.
- Provide effective administrative support to the governing body and its committees.
- Ensure the governing body is properly constituted.
- Manage information effectively in accordance with legal requirements.
- Effectively administer meetings.

For further information and application pack please contact  
Natasha Kirby, Trust Operations Manager by email  
[hradvisor@berkshireschoolstrust.org](mailto:hradvisor@berkshireschoolstrust.org)  
or download from  
[www.berkshireschoolstrust.org](http://www.berkshireschoolstrust.org)



BERKSHIRE SCHOOLS  
TRUST

Applications considered upon receipt

*The Berkshire Schools Trust is committed to safeguarding and promoting the welfare of pupils, staff and parents, and expects all staff and volunteers to share this commitment. A Disclosure & Barring Service clearance will be sought for the successful candidate.*



KEYS  
Academy Trust



Alder Grove  
Church of England Primary School

# Premises Managers – two appointments

Based at Alder Grove Church of England Primary School  
and  
Earley St Peter's Church of England Primary School

**Full time (52 weeks a year) permanent role**

Starting date: Tuesday 1 September 2020,  
37 hours per week, Monday to Friday

Grade 5/6 depending on level of experience

FTE £21,589 - £27,905 (subject to pay body review)

The Trust is looking to appoint two experienced and effective Premises Manager's to join the school teams at Alder Grove and Earley St Peter's CE Primary Schools.

**Alder Grove Church of England Primary School** is a new 420-place primary free school in Shinfield, Wokingham, which will open in September 2020 for Nursery and Reception; initially with one class per year group and the aim of growing year on year up to Year 6. The school is already built and it is on an amazing site with extensive grounds.

**Earley St Peter's Church of England Primary School** is a large 515-place primary free school in Earley. The school is on an established site with a range of buildings and welcomes children from nursery to Year 6.

**We are looking for people who are:**

- Highly motivated, dynamic, enthusiastic, committed and are flexible in all areas including working hours
- Able to work through problems and undertake tasks which will often need a hands-on approach to ensure a safe environment for our school communities
- Confident dealing with all members of the school including internal and external customers and contractors
- Well organised, can prioritise their busy workload and who enjoy working in a fast-paced environment
- Knowledgeable of relevant Health & Safety legislation
- Willing to contribute to the overall ethos, work and aims of the trust

**We are able to offer:**

- An experienced, friendly and dedicated team of staff
- Active and supportive parents and governors
- Relevant training opportunities
- Potential opportunity to grow your career within the trust

We would normally welcome and encourage visits to our school, but at this present time this is not possible. However, please do look at our websites, which will give you a flavour of the schools.

Job descriptions, person specifications and application forms can be found on the Trust website at [www.keysacademytrust.org](http://www.keysacademytrust.org)

Applications must be submitted by email with a letter of application to [clerk@keysacademytrust.org](mailto:clerk@keysacademytrust.org)

No CVs will be accepted.

**Closing date: Thursday 2 July 2020 at noon**  
**Interviews: W.C 6 July 2020**

**No Agencies please.**

*The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo checks with past employers and the Disclosure and Barring Service enhanced criminal records check.*



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Furze Platt Road,  
Maidenhead,  
Berkshire SL6 7NQ  
Tel: 01628 625308  
www.furzeplatt.com

## Site Manager

Scale 5, actual salary: £23,208 – £25,122 pa, depending on experience (pay award pending)  
Full time, 37 Hours per week • Working hours to be within a shift pattern  
Monday to Friday, all year round • Required to start 1 September 2020 (negotiable)

We are looking for a responsible, hard-working team player to assist the Facilities Manager in ensuring that the school buildings and school site are maintained to a high standard and are secure, and that the physical school environment is maintained to a standard that allows the school to function efficiently on a daily basis.

This is a varied role ranging from undertaking maintenance and repairs, using electrical equipment such as drills and saws, carrying out cleaning activities using floor polishers and physical activities such as moving furniture and other, sometimes heavy equipment. In the absence of the Facilities Manager, you will support other members of the site team and our cleaning team, ensuring that any urgent issues are dealt with swiftly, calmly and in an appropriate way. You would also be the main point of contact with contractors whilst they are on site to ensure their safety and keep site disruption to a minimum. As a school we take sustainability seriously and would ask you to assume the role of Energy Recycling Champion working with our Head of Operations and Facilities Manager to oversee the school's use of energy and its reduction where possible.

We are looking for a team player, who is able to use their own initiative and who has strong organisational and time management skills. We will offer a comprehensive training package to the right candidate. Previous experience working in a site maintenance role is essential as well as some experience of supervising other staff.

Closing date: 9am, Monday 13 July 2020 • Interviews: w/c 13 July 2020.

## Parent Support Advisor

This role is for both the Furze Platt Primary Federation and for Furze Platt Senior School.

Scale 5, actual salary range: £13,250 – £14,350 pa, depending on experience  
Part time, 25 hours per week • Start time and finish time within school hours, preferably Monday to Friday, (flexibility may be possible) • Term time only  
Required to start 1 September 2020

We are looking for someone with experience of working with children, young people and their families to work with the students, parents and carers of the Furze Platt Primary Federation and Furze Platt Senior School, providing early intervention, support and guidance to improve outcomes for students.

Working under the guidance of senior leaders in both schools you would be an important point of contact with families identified as in need of support. You will establish and foster good relationships with students' parents and carers offering them advice and guidance to reinforce their self-esteem, thus helping them to support student achievements. The role will involve working with a range of external agencies, including health professionals and Children's Centres as well as signposting parents and carers to agencies and charities who can provide help. You would receive any necessary training to enable you to deliver Triple P (positive parenting) seminars, individual and group training for parents and carers and 1-1 and group ELSA (emotional literacy support) sessions with students. The role will require you to work with pastoral support teams in both schools to support students to interact and engage with activities and promote self-esteem and independence.

We are looking for someone who is able to work purposely and collaboratively with families, staff, agencies and charities to improve positive outcomes for disadvantaged students and their families. If you have good organisational and time management skills and are willing to both work as part of a team and independently this is an exciting opportunity to work across the Furze Platt Schools for the benefit of many students and their families.

Closing date: 9am, Friday 10 July 2020 • Interviews: w/c 13 July 2020.

For further information about these roles and in order to complete an application form please refer to our school website [www.furzeplatt.com](http://www.furzeplatt.com) Application forms should be returned to [kiran.smith@furzeplatt.net](mailto:kiran.smith@furzeplatt.net) Only applications submitted on the school application form will be considered.

*Furze Platt Senior School is committed to safeguarding and promoting the welfare of children and young people and we expect all staff to share this commitment. Posts are subject to an enhanced disclosure via the Disclosure and Barring Service.*



## GEOFFREY FIELD INFANT SCHOOL

Headteacher: Miss Z. Dean  
Exbourne Road  
Reading RG2 8RH  
Tel: 0118 9375473 | Fax: 0118 9375474

## EARLY YEARS PRACTITIONER REQUIRED FOR SEPTEMBER 2020

Full time (37 hours per week) term time only  
8.15am – 4.15pm

Scale point 5 – 11 (£18795 – £21166 pro rata,  
per annum, actual salary £15716 – £17698)

We are looking to recruit a qualified Early Years Practitioner (NVQ 3 or equivalent) to work in our 26 FTE place Nursery class, attached to Geoffrey Field Infant School. The successful candidate will be enthusiastic, flexible and highly motivated.

The school is part of the successful Whitley Excellence Cluster and was a Pupil Premium 2015 national finalist.

If you want to know more about our school please watch our video and look at the information on [www.geoffreyfieldinfant.co.uk](http://www.geoffreyfieldinfant.co.uk)

For an application pack please email  
[admin@geoffreyfieldinfant.reading.sch.uk](mailto:admin@geoffreyfieldinfant.reading.sch.uk) or phone 0118 9375473  
or download via the school website [www.geoffreyfieldinfant.co.uk](http://www.geoffreyfieldinfant.co.uk)

Please do not send a CV. For the purposes of Equal Opportunities we can only accept Reading Borough Council application forms.

Closing date: noon on Thursday 2<sup>nd</sup> July 2020  
Interview date: Tuesday 7<sup>th</sup> July 2020

*The Local Authority and School are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An Enhanced Disclosure and Barring Service check will be sought from the successful candidate.*



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subscribe at the bottom of the home page.

## Wraysbury Primary School

Welley Road, Wraysbury, Staines TW19 5DJ  
Tel: 01784 482603  
E-mail: [fin.wraysbury@rbwm.org.uk](mailto:fin.wraysbury@rbwm.org.uk)



# Early Years Practitioner for September 2020

**30 hours a week (term time only) | Scale 3 pt 5-6**  
**£20,205-£20,609 per annum pro rata | £1,340-£1,367 per month (approx)**

We are looking to appoint an Early Years Practitioner to join our Early Years Team. The position involves working across our 2 Reception Classes to provide an engaging inclusive environment for our children. You will be fully involved in planning and teaching a range of stimulating age appropriate activities to the class, a group or a specific child as well as supporting them with their physical and social and emotional development. The candidate should be calm and caring and able to make a dedicated contribution to sensitively supporting children's needs.

#### We want someone who:

- Has had experience of Early Years and is willing to undertake relevant training
- Is passionate about children's learning and every child achieving their potential
- Has lots of energy, enthusiasm and patience
- Is flexible and can work well within a team
- Has experience of working with children with a variety of needs and from a range of different backgrounds
- Has a sense of humour
- Is looking for a challenge

#### We can offer:

- Delightful, happy, friendly and hard working children
- Very supportive colleagues
- A commitment to Continuing Professional Development
- Fantastic resources and a highly regarded Foundation Stage Base

To request an application pack please contact Mrs Saundh / Mrs Croft, School Business Manager, on the above mailbox. Informal (socially distanced) visits are warmly welcomed, please contact the school to make an appointment with the Headteacher.

**Closing date for applications is 12.00 midday, Monday 6<sup>th</sup> July 2020  
however, applications will be considered upon receipt.**

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

ROYAL BOROUGH OF WINDSOR & MAIDENHEAD



## Burghclere Primary School

From Autumn Term 2020

We are looking to appoint a

# Learning Support Assistant (Level 1)

to work in our wonderful school

**16.25 hours per week (8.45 a.m. – 12noon)**

**Monday - Friday (term time only – 39 weeks)**

Fixed term contract until 31/08/2021

Grade B 1-3 depending on experience

Salary range £18,065 - £18,371 per annum

(Actual salary £5,950 - £6,051 p.a.)

#### We are looking for someone who:

- Is able to form positive relationships with children and motivate them to learn
- Has good interpersonal skills and works well as part of a team
- Has experience of working with SEND children
- Has a good standard of English and Maths
- Is keen to develop their practise and be an outstanding practitioner
- Is able to contribute to the planning and assessment of pupils learning

#### We can offer you:

- Enthusiastic children who are motivated to learn
- A friendly environment, with very supportive colleagues, parents and governors
- Excellent continued professional development both within and beyond the school

**Visits to the school are warmly welcomed by the headteacher,  
Mrs. Beulah Letchford**

For further details and an application pack please contact:

The administration office on **01635 278523**

or email: [adminoffice@burghclere.hants.sch.uk](mailto:adminoffice@burghclere.hants.sch.uk)

**Closing date: 12noon, Monday 6<sup>th</sup> July 2020**

**Possible Interview date: 9<sup>th</sup> and 10<sup>th</sup> July 2020**

Burghclere Primary School is committed to safeguarding children and promoting the welfare of children 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.

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**Job seekers:** Please visit our website [www.schoolvacancies.co.uk](http://www.schoolvacancies.co.uk) and  
subscribe at the bottom of the home page.

Pioneer Educational Trust is looking for inspiring, optimistic and **pioneering** people to join our committed Educational Support & Administrative Teams. Currently, the Trust Schools are Upton Court Grammar School in Slough, Trevelyan Middle School in Windsor and Foxborough Primary School in Langley.



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- we pioneer: by preparing the way for others to follow, we transcend barriers through aspiration, merit and risk. Pioneer engenders determination, commitment and responsibility to better society through education and learning, never accepting mediocrity
- we inspire collaboration: we believe in working in partnership. In a culture of high trust and intelligent risk-taking, collaboration exists at all levels and between all stakeholders
- we invest intelligently: by providing high-quality professional development for all staff and a positive and enriching work environment. We provide high support and challenge that enables all colleagues to flourish
- we drive equality: providing equal access to an outstanding education is central to the aims of the Trust. The Trust champions the vulnerable and disadvantaged, breaking down barriers to learning.

**In return, we can offer you:**

- well-resourced facilities and the necessary IT equipment
- fantastic communities of staff and students
- benefits which include an employee assistance programme, access to a free, annual seasonal flu vaccination, an extensive range of retail discounts, training and development opportunities
- Additional time to facilitate professional development and collaborative working

## Cover & After School Club Supervisor

**Pay & Conditions:** Actual starting salary: £17714.00, term time (38 weeks) plus 2 days (Annual full-time equivalent salary would be £21576.00 per annum) **Hours:** 36.5 hours per week: Monday to Thursday: 8am – 4.30pm, Friday: 8am – 3.30pm; 20 minute break, unpaid to be taken during the student break; 40 minute lunch break, unpaid to be taken during the student lunch break **Required:** September 2020 **Main Location:** Upton Court Grammar School **Secondary Location:** Initially Foxborough Primary School (for after school club supervision) On occasion you may be required to work at any school within the Trust

We are looking for a proactive, confident and reliable candidate with excellent communication skills and a strong work ethic and a willingness to be adaptable and undertake a broad variety of tasks when required.

**The successful candidate will:**

- Be highly adaptable as there is no regular timetable;
- Supervise classes in the absence of the class teacher;
- Have the ability to manage groups of children and cope with challenging behaviour;
- Supervise regular after school clubs at any school within the Trust, although initially this will be the Trust's primary school which is based in Langley;
- Be designated as a form tutor if required.

**For further information, including details on how to apply, please visit: [www.uptoncourtgrammar.org.uk/vacancies](http://www.uptoncourtgrammar.org.uk/vacancies) CVs on their own will not be accepted. Applications should be sent to Mrs B Lynn, Recruitment Manager: [recruitment@pioneereducationaltrust.org.uk](mailto:recruitment@pioneereducationaltrust.org.uk)**

**Closing date for applications: midday, Monday 06 July 2020**

**Pioneer Educational Trust reserves the right to interview for all positions as suitable applications are received.**

*Pioneer Educational Trust is committed to safeguarding and promoting the welfare of children. This post is subject to satisfactory references, Disclosure & Barring Service (DBS) check (previously CRB check), and evidence of essential qualifications and proof of legal working in accordance with the Asylum and Immigration Act 1996.*



Please mention  
**GREEN SHEETS**

when applying for vacancies



## COVER SUPERVISOR PERMANENT TO START SEPT 2020

**PAY SCALE NJC7-12 £19,554 to £21,589 Full time equivalent**

**This would be pro-rata for term time only**

**(£10.14 to £11.19 actual hourly)**

**32.5 hrs per week, term time only**

**(part-time position may be considered)**

**8.30am to 3.30pm with 1 x 30 minute break**

We are looking for a Cover Supervisor to provide a cover service for absent teachers, supervising classes/groups of students and ensuring that they carry out work tasks set by the designated teacher. Applicants should have a good level of education, effective team working skills and ability to work well with teenagers. Experience of working in a school environment would be preferable. Support and training will be provided.

To apply, go to

<http://www.johnogauntschool.co.uk/165/staff-vacancies>

**The closing date for applications is 4pm, Thurs 2<sup>nd</sup> July 2020 with interviews held (potentially remotely) on Mon 6<sup>th</sup> July 2020**

We reserve the right to appoint before the deadline.

*Excalibur Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All applicants will be subject to a full Disclosure and Barring Service check before appointment is confirmed.*



**Evendons**  
Primary School

**Evendons Primary School opened its doors for the first time in September 2014. We are positive and progressive and recently graded outstanding by OFSTED in all areas. We are now recruiting a**

## **Learning Support Assistant to work within our SEN team - 1<sup>st</sup> September 2020 start**



We are Wokingham's first STEM primary school. The thematic curriculum at Evendons is inspiring for staff and children.

Our annual STEM fair is just one of the ways we create lasting memories and a thirst for learning.

<http://www.evendons-primary.co.uk/the-school-curriculum/stem/stem-fair/>

With class sizes of 27, the latest technology in the classrooms and a focus on Science, Technology, Engineering and Maths our aim is to create a nurturing environment which will inspire the children to flourish in their learning and development.

**We are keen to promote your continuing professional development and are looking for talented people to join our team who:**

- may have prior experience of working with children as a teaching assistant / learning support assistant or an interest in starting a career in education
- have a good standard of general education e.g. GCSE English, Maths and Science.
- are passionate about supporting the teaching and learning of young people.
- have the desire to ensure that all children secure the highest possible levels of progress and attainment.
- have the ability to work creatively and sensitively with children
- are able to relate well to and communicate well with children and adults.

Hours: **23.75 hours per week 8.30am to 1.15pm Monday-Friday.**

Salary: The actual annual salary is **£10,525.57 (based on SCP6)**

**Closing date: 5pm on Friday 10<sup>th</sup> July 2020**

**Interview date: Thursday 16<sup>th</sup> July 2020**

If you would like more information, please contact the school office on **0118 979 1054** or by email to: **recruitment@evendons-primary.co.uk**

Please visit our website **www.evendons-primary.co.uk** for more details and an application form.

The above appointment is subject to a satisfactory Enhanced DBS check. Evendons Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.



**Burghclere Primary School**  
From Autumn Term September 2020  
We are looking to appoint the following:

## **Learning Support Assistant (Level 1)**

to work in our wonderful school

**11.25 hours per week (1 – 3.15 pm) Monday - Friday (term time only – 39 weeks)**

Fixed term contract until 31/08/2021

Grade B 1-3 depending on experience

Salary range £18,065 - £18,371 per annum

(Actual salary £4,119 - £4,189 p.a.)

**We are looking for someone who:**

- Is able to form positive relationships with children and motivate them to learn
- Has good interpersonal skills and works well as part of a team
- Will work primarily with a KS2 child with emotional and behavioural difficulties
- Has experience of working with SEND children
- Has a good standard of English and Maths
- Is keen to develop their practise and be an outstanding practitioner
- Is able to contribute to the planning and assessment of pupils learning

## **Lunchtime Supervisor**

to work in our wonderful school

**5 hours per week (12noon – 1pm) Monday - Friday (term time only – 39 weeks)**

Fixed term contract until 31/08/2021

Grade A, level 1 fixed

Salary range £17,364 per annum

(Actual salary £1,760 p.a.)

**We are looking for someone who:**

- Is able to form positive relationships with children
- Has good interpersonal skills and works well as part of a team
- Can assist pupils during lunch time to consume their lunches and clean spillages and surfaces
- Supervise pupils including movement around the school premises during playtimes
- Maintaining a high standard of welfare and safety for the children
- Lead playtime games with the children

**For both roles we can offer you:**

- Enthusiastic children who are motivated to learn
- A friendly environment, with very supportive colleagues, parents and governors
- Excellent continued professional development both within and beyond the school

**Visits to the school are warmly welcomed by the headteacher, Mrs. Beulah Letchford**

For further details and an application pack please contact:

The administration office on **01635 278523**

or email: **adminoffice@burghclere.hants.sch.uk**

**Closing date: 12 noon Monday 6<sup>th</sup> July 2020**

**Possible interview date: 9<sup>th</sup> and 10<sup>th</sup> July 2020**

Burghclere Primary School is committed to safeguarding children and promoting the welfare of children 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.



Follow us on Twitter  
**@schoolvacancies**

THE QUEEN ANNE ROYAL FREE CE FIRST SCHOOL

## Teaching Assistants

£9.86 – £10.06 per hour, depending on experience

Term time only • Required from September 2020

One full time position, (8:50-3:15) 5 days per week

One part time position, mornings only (8:50-12:00) 5 days per week

We are looking for enthusiastic and friendly individuals, who will support the learning of children under the direction of the class teacher. You will need to enjoy working with children and have a flexible approach. Experience of working in both groups and 1:1 is essential. Experience of working with SEN children is desirable.

The Queen Anne is a small, but perfectly formed, popular five class First school on the edge of Windsor town close to the Great Park. With a recent good Ofsted, this is a great place in which to work!

We can offer you:

- motivated pupils
- friendly and dedicated staff
- supportive parents
- regular training, support and advice
- a chance to be part of the next exciting steps in our school development.

Application packs are available from the office: [queenanne@rbwm.org.uk](mailto:queenanne@rbwm.org.uk)

Closing date: 10 July 2020

Applications will be considered on receipt. Applicants are encouraged to apply as soon as possible.

*The Queen Anne First School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All appointments are subject to satisfactory references, pre-employment and DBS checks.*

### The Queen Anne Royal Free CE First School

Chaucer Close, Windsor, Berkshire SL4 3EH

Tel: 01753 830885 • Email: [queenanne@rbwm.org.uk](mailto:queenanne@rbwm.org.uk)

[www.queenannefirstschool.org.uk](http://www.queenannefirstschool.org.uk)



THE ROYAL BOROUGH OF WINDSOR & MAIDENHEAD



Primary and Secondary Pupil Referral Units within West Berkshire

Required September 2020:

## TEACHING ASSISTANTS GRADE C3 – 5 | Term Time Only

Primary Unit - Thatcham

30 hours | Fixed Term to 31 August 2021

Primary Unit - Newbury

6 hours | Fixed Term to 31 August 2021

Secondary Unit – Newbury

18 hours | Permanent

iCollege provides education for learners who struggle to access mainstream education and might have SEMH needs. Learners may have been excluded from school, be at risk of exclusion or have attendance issues. We are seeking dedicated, enthusiastic and hardworking staff for our primary and secondary provisions.

The successful applicants will work as part of a strong team of Teachers and support staff to provide support to vulnerable students. Applicants need to be resilient, motivated, innovative, enthusiastic, flexible, practical and resourceful. Experience of working with SEN students would be an advantage.

Applicants for the Primary post must be prepared to drive students so should have a driving licence and access to a vehicle with business insurance. Posts could be combined for the right applicants.

These will be a challenging roles, however we offer a supportive Leadership Team as well as ongoing personal development.

Closing date: Thursday 9<sup>th</sup> July 2020 – 5.00pm  
Interviews will take place week Tuesday 14<sup>th</sup> July 2020  
- details to be confirmed

For further information or an application pack please email  
[recruitment@icollege.org.uk](mailto:recruitment@icollege.org.uk) or phone Karen Price 07765 568623

*This School 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. Successful candidates will be subject to Enhanced Disclosure and Barring Service (DBS) checks along with other relevant employment checks.*



### Christ the King

Catholic Primary School  
with The Ark a specialist Resource  
Lulworth Road, Reading RG2 8LX  
e-mail: [bursar@christtheking.reading.sch.uk](mailto:bursar@christtheking.reading.sch.uk)  
tel: 0118 901 5434



## TEACHING ASSISTANT

We are seeking to recruit an enthusiastic, confident, cheerful, caring and skilful teaching assistant to work within Early Years under the direction of the class teacher. You do not need Early Years' experience, but will need a love of working with this age group.

This is a term time only position, working 28 hours per week. It will be paid at Scale 2, spinal points 3 – 4, £9.36 to £9.55 per hour. To start in September.

An application pack is available from the school website at

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

Closing date for applications: Midday, Monday 6<sup>th</sup> July 2020

*We are committed to safeguarding and promoting the welfare of children. Relevant checks, including a Disbarring and Vetting check will be made before an appointment is confirmed.*

*"I come to bring you life; life in all its fullness." John 10:10*



### St Teresa's Catholic Academy

Easthampstead Road  
Wokingham  
Berkshire RG40 2EB  
Tel: 0118 978 4310



## Learning Support Assistant

Grade 3 - 25 hours per week  
Required from September 2020  
Full-time Position | Term-time only

We are looking to appoint a committed and enthusiastic Learning Support Assistant to join our friendly and popular school. You will need to model excellent communication and interpersonal skills and preferably already have experience of working as an LSA in the Primary sector.

The successful applicant will work as part of a strong SEN team. The role will involve; supporting an individual child with special educational needs to enable them to reach their full potential. If you have the enthusiasm and commitment, and always want to 'put the children first', please contact us for more information.

Contact Karen Boucher for an application pack;  
01189784310 / [admin@st-teresas.wokingham.sch.uk](mailto:admin@st-teresas.wokingham.sch.uk)

Interview date: On application

*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 DBS Disclosure Procedure.*

## Hampshire

SOUTHWOOD INFANT SCHOOL

Southwood Lane, Southwood, Farnborough. GU14 0NE

Tel: 01252 375420

adminoffice@southwood.hants.sch.uk

### LEARNING SUPPORT ASSISTANT

LSA3 Grade D 25 hours per week **Closing date: 6th July 2020**

**Start date: 1st September 2020** One year fixed contract

Tasks will include: To assume whole class responsibility for teaching to support part of our PPA package; To use specialist skills to carry out interventions to support teaching and learning in the afternoons; To support the SENCo; To liaise with class teachers, parents and outside agencies to provide support for vulnerable pupils. Contact the school office for further information.

## Wraysbury Primary School

Welley Road, Wraysbury, Staines TW19 5DJ

Tel: 01784 482603 E-mail: fin.wraysbury@rbwm.org.uk

**"No Limits to learning"**



## Teaching Assistants

September 2020

**30 hours a week (term time only) 8.45am – 3.15pm**

Scale 2 pt 3-4 (£19,420-£19,808 FTE per annum pro rata)

£1,109-£1,130 actual per month (approx)

We are looking for two amazing teaching assistants to join our friendly team. One is a 1 year fixed term post to August 2021 and the other is maternity cover to March 2021. Both roles may be extended or made permanent.

The positions may involve working with a specific child or group, as well as supporting other children in the class with their learning. The age range depends on the skills and experience of the candidate and so is to be decided. Part of the hours will also be supporting the children at lunchtime. The candidate should be calm and caring and able to make a dedicated contribution to sensitively supporting the needs of all children. Experience of working with SEN or Autistic children would be an advantage.

### We want someone who:

- Has had experience of working with children
- Is passionate about children's learning and every child achieving their potential
- Has lots of energy, enthusiasm and patience
- Is flexible and can work well within a team
- Has experience of working with children from a range of different backgrounds
- Has a sense of humour

### We can offer:

- Delightful, happy, friendly and hardworking children
- Very supportive colleagues
- A commitment to Continuing Professional Development

To request an application pack please contact Mrs Saundh / Mrs Croft, School Business Manager, on [fin.wraysbury@rbwm.org.uk](mailto:fin.wraysbury@rbwm.org.uk) Informal (socially distanced) visits are warmly welcomed, please contact the school to make an appointment with the Headteacher.

**Closing date for applications is 12.00 midday, Monday 6th July 2020, however applications will be considered upon receipt.**

*The school is committed to safeguarding and promoting the wellbeing of children. This post is subject to an Enhanced Criminal Records check for the successful candidate.*

ROYAL BOROUGH OF WINDSOR & MAIDENHEAD

## NEWLANDS GIRLS' SCHOOL

Farm Road, Maidenhead, Berks SL6 5JB

Tel: 01628 625068 | Fax: 01628 675352

Dr L.V. Ceska - Headteacher

Email: [office@newlandsgirls.co.uk](mailto:office@newlandsgirls.co.uk)

Girls' 11-18 Comprehensive, NOR 1152, 230 in Sixth Form



## Teaching Assistant

**Start date: September 2020**

**16.5 hours, 3 days a week | 8.45 a.m. to 3.05 p.m.**

**Term time only**

**Salary Scale 3: Point 5 to 6 (FTE £20,205 to £20,609 p.a.)**

**Actual Salary £7,620 (Point 5) to £7,772 (Point 6) p.a.**

Newlands is a successful and over-subscribed girls' 11-18 comprehensive school with a strong reputation for academic achievement. During our last Ofsted Inspection (October 2018) we were graded as Outstanding.

Our most recent set of GCSE results (2019) was, once again, excellent, with 88% 9-4 in English and Maths. At A-Level, we also had outstanding success, with a 100% pass rate and 62% A\* - B.

We are looking to appoint a Teaching Assistant to support pupils with disabilities of various kinds both in and out of the classroom and by modifying resources to help them access the curriculum. Duties would be term-time only and there is an induction programme to train those new to the role. The post is based on school hours. Applicants should enjoy working with people and have good word-processing skills.

Further details of the post, including a full job description, and an application form are available on our website at [www.newlandsgirlsschool.co.uk](http://www.newlandsgirlsschool.co.uk) or from Mrs Bateson, the Headteacher's P.A.

Letters of application and completed forms should be sent to Dr L.V. Ceska, Headteacher, by noon on **Monday 6th July 2020**. Interviews will take place remotely, shortly afterwards.

We reserve the right to close the application early should we receive an overwhelming response.

*We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. The successful applicant will be subject to a Disclosure and Barring Service check.*

## OLDFIELD PRIMARY SCHOOL

## EYFS Teaching Assistant

**£9.86 – £10.26 per hour (depending on experience)**  
**25 hours per week • Required September 2020**

We require a Teaching Assistant for EYFS to work with individual children with special educational needs from the beginning of September 2020. The successful candidates must be calm, have empathy with children and be prepared to work alongside a happy and highly motivated team of staff.

**Application packs can be downloaded from our website: [www.oldfieldprimary.com](http://www.oldfieldprimary.com) and should be submitted by post or alternatively via email to [office@oldfieldprimary.com](mailto:office@oldfieldprimary.com).**

**Closing date: Friday 3 July 2020**

**Interviews to be held: Thursday 9 July 2020**

*Oldfield Primary School is committed to safeguarding and promoting the well being of children and young people and expects all staff and volunteers to share this commitment. Any offer of employment is subject to receipt of an enhanced disclosure from the DBS.*

### Oldfield Primary School

Bray Road, Maidenhead, SL6 1UE

Tel: 01628 621750

Email: [office@oldfieldprimary.com](mailto:office@oldfieldprimary.com)

[www.oldfieldprimary.com](http://www.oldfieldprimary.com)



The Royal Borough of Windsor & Maidenhead