



# GREEN SHEETS

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**MARCH 30 2020**

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## Coronavirus update - GREENSHEETS goes digital only

In these uncertain times Spike Publications Ltd is committed to supporting schools that need to recruit to do so. Although there is likely to be a lot of change over the coming months Greensheets intends to remain open for business throughout this period.

To enable us to do this, for the time being we have made the decision to publish in digital format only, starting from 20 April. Each edition will be emailed to over 5000 subscribers, promoted on Twitter and all adverts will appear on our website.

**Don't miss your digital copy of Greensheets  
- join our mailing lists**

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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.

**This is a temporary change due to the current situation. We hope to return to circulating a printed copy of Greensheets as soon as possible.** Updates to our level of service will be published on our website and also emailed to our schools/advertisers mailing list.

**Advertisers -** Due to this change and the exceptional circumstances we will also be offering up to a 50% reduction in our advertising rates. Please see the enclosed flyer or our website [www.schoolvacancies.co.uk](http://www.schoolvacancies.co.uk) for further information.

**NEXT EDITION: 20 APRIL 2020**

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

## PRIMARY EDUCATION including Nursery

### HEADSHIPS

See advertisement under Special Education on page 6

### LEADERSHIP SCALE

See advertisement on this page

### OTHER POSTS

#### BUCKINGHAMSHIRE

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#### WINDSOR & MAIDENHEAD

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#### WOKINGHAM

See advertisements on pages 3, 4 and also under Special Education on page 6

## SECONDARY EDUCATION

See advertisement on page 5

## SPECIAL EDUCATION

### HEADSHIPS

See advertisement on page 6

### OTHER POSTS

See advertisement on page 6



Please mention  
**GREEN  
SHEETS**

when applying for vacancies

## SPECIAL EDUCATION

### HEADSHIPS

See advertisement on page 6



**Wescott Infant School**

Goodchild Road, Wokingham, Berkshire RG40 2EN

## DEPUTY HEADTEACHER

### INCLUSION LEAD

L4 – L8

Full time, Permanent

Required for September 2020

The children, staff and Governors at Wescott Infant School are looking to appoint an inspirational, ambitious and dynamic leader to build on our excellent standards of teaching and learning, and to help lead inclusion in our successful school.

At Wescott we passionately believe “Anything’s Possible” and that children should take an active lead role in their learning.

#### Our Deputy Headteacher will:

- Have leadership qualities to challenge, inspire, motivate and empower others
- Be an excellent and flexible communicator, developing strong relationships with children, staff, parents, governors and a range of stakeholders within and beyond the school
- Demonstrate a commitment to the highest standards of teaching, learning and assessment, and show enthusiasm for ensuring all our children achieve their true potential
- Behave as a role model, leading by example, creating a motivated team who share best practice and take a full part in the school’s progression
- Deliver a rich, engaging and varied curriculum that meets children’s needs in an ever changing world
- Be an exemplary teacher who is highly inspirational and an ambitious practitioner
- Be a dynamic and forward-thinking leader who is passionate about teaching and learning
- Have an extensive knowledge of managing and supporting SEND pupils

#### We can offer:

- A welcoming and supportive learning environment with highly motivated, happy children who are positive learners, take pride in their school, and feel valued, listened to and safe
- A welcoming, dedicated and talented staff who have high expectations of our pupils and provide our children with stimulating, challenging and memorable learning experiences
- An encouraging and empowering Headteacher and Governors
- An ethos of valuing and caring for all members of our school community
- A commitment to continuous improvement and your professional development
- A highly committed and engaged governing body, staff and parent community who are strongly focused on the success of our school

Visits to the school are warmly welcomed and can be arranged via the school office.

**Closing date: Monday 20<sup>th</sup> April | Interviews: Thursday 30<sup>th</sup> April**

*We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share in this commitment. The post is subject to an enhanced DBS check.*



Rivermead  
Primary School

## Inspirational Class Teacher – KS2 Required for September 2020

We are a successful and thriving school looking to appoint an enthusiastic, ambitious teacher to join our friendly and supportive team. NQTs are welcome to apply.

### We can offer you:

- A positive, caring ethos with children - learning is at the heart of all we do
- Happy children who are enthusiastic, motivated and engaged learners
- Talented, friendly and supportive teaching and admin teams
- A structured and supportive induction programme for NQTs, experienced teachers and leaders
- A school team committed to your professional development with proven success
- Excellent learning environment, resources and extensive grounds
- Good relationships with parents/carers and the wider community
- A leadership team that wants to continuously improve and enable everyone to thrive
- Well informed and effective Governing body
- Part of the School Learning Alliance (SLA) and Future Thinking Partnership (FTP), both partnership work with local Wokingham Primary Schools providing excellent networks, action research and training opportunities for all staff

### The successful candidate will need to:

- Promote a culture of learning that is exciting, challenging and rewarding
- Be a good teacher, always striving to improve
- Have an open and positive attitude

### We are looking for the following qualities:

- An enthusiastic & motivated teacher, enabling all children to reach their potential
- A passion to engage, inspire & challenge all children, ensuring they achieve
- Have high expectations of achievement, learning and behaviour
- To be involved in the whole life of the school
- A team player who supports others and shares good practice

Visits to the school are warmly welcomed.

For further information please contact: Miss Charlotte Gage,  
School Administrator, 0118 954 0770 or [cgage@rivermead.wokingham.sch.uk](mailto:cgage@rivermead.wokingham.sch.uk)

Due to the current climate and challenges involving coronavirus, we are attempting to be as flexible possible with regards to interview dates and time:  
**All applications are considered on receipt, with the final date of submission being Friday 3 April**

**Interviews arranged on receipt of application**

"Our school is part of the Future Thinking Partnership (FTP) which is an established collaboration of 14 Wokingham Schools, focused on improving teaching and learning through the provision of on-going high quality professional development"

Rivermead Primary 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 an enhanced DBS checks & references.



## ST MARY'S CATHOLIC PRIMARY SCHOOL

Cookham Road, Maidenhead SL6 7EG

T: 01628 622570

E: [neelam.chawla@stmarys-maidenhead.org.uk](mailto:neelam.chawla@stmarys-maidenhead.org.uk)

W: [www.stmarys-maidenhead.org.uk](http://www.stmarys-maidenhead.org.uk)



## KS1 & KS2 Teachers

**Salary: MPS depending on experience, with benefit of Fringe allowance**

**Full time • Permanent • Required from September 2020  
NQTs plus experienced teachers welcome**

St Mary's Catholic Primary School is located in the centre of Maidenhead, just a 5-minute drive from Junction 8/9 of the M4. We are welcoming and friendly with a strong commitment to staff development and the desire to make a difference in our community.

### We are looking to appoint a KS1 Teacher & KS2 Teacher who:

- Is highly energetic, motivated, enthusiastic with a passion for teaching and learning and committed to raising standards.
- Has high expectations of achievement and behaviour.
- Will be an integral part of our school community and a committed team player.
- Is a reflective practitioner keen to further develop their practice and make a difference to children's learning, believing that every child has the right to enjoy success.

### In return we offer:

- A strong and loving school community, underpinned and informed by an outstanding Catholic ethos, in which all are valued and welcomed.
- A talented, highly professional, caring and dedicated staff committed to making a difference.
- A sensible approach to planning, marking and feedback.
- A broad, balanced and interesting curriculum.
- Well behaved, confident and hardworking pupils.
- A strong commitment to CPD and supportive team culture.
- A caring ethos with support from colleagues and leadership team including coaching and mentoring.

Visits to the school are warmly welcomed. Please visit our school website [www.stmarys-maidenhead.org.uk](http://www.stmarys-maidenhead.org.uk) for further details and an application pack. Please contact Mrs Chawla, School Business Manager on 01628 622570 or email [office@stmarys-maidenhead.org.uk](mailto:office@stmarys-maidenhead.org.uk) if further information is required.

**Closing date: Friday 17 April 2020**

*St Mary's Catholic Primary School is committed to equality of opportunity and to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. This post requires an Enhanced DBS check along with other relevant employment checks.*

St Marys is a school within Frassati Catholic Academy Trust:  
a charitable company limited by guarantee Registered in England and Wales: Company Number: 8561153  
Registered Office: Cookham Road, Maidenhead, Berkshire SL6 7EG

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# Join our team at during our next stage of school expansion!



## Key Stage 1 and 2 Teachers for September 2020



As the school continues its growth from 1FE to 2FE, we are looking for likeminded teachers to join our teaching team.

**NQTs welcomed to apply.**

**Potential TLR opportunities for exceptional candidates.**

**Part time applications considered.**

Do you believe in developing the Learning Behaviours of children?



Curiosity



Creativity



Independence



Reflection



Perseverance



Teamwork



@Highwoodjobs



Do your values match the values we promote here at Highwood?



To find out more about Highwood and what we have to offer as a school, please visit [www.Highwood.wokingham.sch.uk](http://www.Highwood.wokingham.sch.uk) Visits to the school are warmly welcomed and encouraged. Further details and an application pack can be obtained from Mrs Cindy Edwards, School Business Manager, please telephone to discuss the position and request an information pack on **0118 926 5493**, or email [finance@highwood.wokingham.sch.uk](mailto:finance@highwood.wokingham.sch.uk)

**Closing date for applications is Friday 17<sup>th</sup> April, however please note that applications will be considered on receipt. Interview date tbc.**

*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 DBS will be sought from the successful candidate.*

### FURZE PLATT PRIMARY FEDERATION

## Key Stage 2 Teacher

**Full time • Permanent • Commencing September 2020**

The Executive Headteacher and Governors wish to appoint an excellent KS2 practitioner to join our newly formed Federation of schools.

Furze Platt Infant and Junior Schools are part of the Furze Platt Primary Federation, with both schools three form entry. This is an opportunity to join our new Federation of schools and help shape the future of the Federation whilst teaching in highly regarded and incredibly supportive schools.

**The successful candidate will:**

- Be an excellent teacher with strong interpersonal skills.
- Have high expectations of all pupils in regards to behaviour, standards and achievement.
- Have good Literacy, Numeracy and ICT knowledge and the ability to use these across all subject areas.
- Be creative, innovative and enthuse the pupils in lessons.
- Be a good team player and committed to help all pupils reach their true potential.
- Be open to new ideas and enjoy learning.

If this sounds like you and you would like to work in our happy, caring, supportive and high achieving Federation, please download the application form from our school websites or alternatively request an application pack from the school offices.

For an application pack, please email the school at: [office@fpjs.org.uk](mailto:office@fpjs.org.uk)

Furze Platt Primary Federation is a nationally recognised Disability Confident Committed Employer.

**Closing Date: 10am Monday 20 April 2020. Interview: TBC**

*The school is committed to safeguarding and promoting the welfare & safety of all children and expects all staff to share this commitment. This post will be subject to a satisfactory enhanced DBS disclosure & checks with past employers.*

### Furze Platt Junior School

Part of Furze Platt Primary Federation

Oaken Grove, Maidenhead SL6 6HQ

Email: [office@fpjs.org.uk](mailto:office@fpjs.org.uk) • Tel: **01628 410099**

Website: [www.furzeplattjuniorschool.co.uk](http://www.furzeplattjuniorschool.co.uk)

Executive Head: Mike Wallace



THE ROYAL BOROUGH OF WINDSOR & MAIDENHEAD



### The Stoke Poges School

Rogers Lane, Stoke Poges, Buckinghamshire SL2 4LN  
Tel: 01753 643319 | Email: [office@stokepoges.bucks.sch.uk](mailto:office@stokepoges.bucks.sch.uk)

## EYFS AND KS1 CLASS TEACHER

**(Maternity cover/Full time)**

**MS/UPR + London Fringe Allowance**

**(NQTs welcome to apply)**

The Governors and Headteacher of this popular school are seeking to appoint ambitious and forward-thinking practitioners to join an enthusiastic and committed team.

The Stoke Poges School is an extremely happy and successful school, serving a broad catchment area in a beautiful location, with excellent, well-equipped facilities.

Working alongside the teacher of a parallel class, you will be responsible for ensuring that the curriculum is challenging and engaging and helps our pupils make excellent progress towards year group expectations.

**The successful applicant will:**

- be an outstanding classroom practitioner who is passionate about encouraging all children to achieve success.
- have a commitment to working in partnership with staff, parents and the community to promote excellent learning opportunities for all.
- be creative and have drive, enthusiasm and a clear vision for educational success.
- have a solid understanding of the primary curriculum.

**In return we offer the applicant:**

- a positive, happy and friendly working environment.
- enthusiastic and well-behaved children.
- opportunities for further career development.

Visits to the school are encouraged and warmly welcomed.

Please telephone Jenny Lea or Susan Cook to make an appointment.

To apply, call the school on **01753 643319** or email [office@stokepoges.bucks.sch.uk](mailto:office@stokepoges.bucks.sch.uk) for an application form and further details of these positions.

**Closing date: 5pm, Thursday 23<sup>rd</sup> April**  
**Interviews: On receipt of suitable applications**

*The Stoke Poges School is committed to safeguarding and promoting the welfare of the children and young people and expects all staff to share this commitment. An Enhanced DBS check will be sought for the successful candidate.*

## PRIMARY EDUCATION (CONT)

See advertisement below

## SECONDARY EDUCATION

See advertisement on the right of this page

### FURZE PLATT PRIMARY FEDERATION

#### KS1 Class Teacher

**0.5 Part time • Permanent • Commencing September 2020**

The Executive Headteacher and Governors wish to appoint an excellent KS1 practitioner to join our newly formed Federation of schools.

Furze Platt Infant and Junior Schools are part of the Furze Platt Primary Federation, with both schools three form entry. This is an opportunity to join our new Federation of schools and help shape the future of the Federation whilst teaching in highly regarded and incredibly supportive schools.

**We are looking for a creative and committed teacher, quite possibly an NQT, to join our highly ambitious and forward thinking teaching team in September.**

Throughout our school we offer our children opportunities to immerse themselves in their learning through continuous provision.

This method of teaching and learning supports children very effectively in developing their learning skills and independence and has proved very successful.

**If you would like to be part of a school with an exciting approach and enthusiastic learners we would like to meet you!**

For an application pack, please email the school at: [office@fpis.org](mailto:office@fpis.org)

Furze Platt Primary Federation is a nationally recognised Disability Confident Committed Employer.

**Closing date: 10am Monday 20 April 2020.**  
**Interviews: to be confirmed.**

*The federation is committed to safeguarding and promoting the welfare & safety of all children and expects all staff to share this commitment. This post will be subject to a satisfactory enhanced DBS disclosure & checks with past employers.*

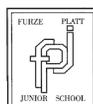
#### FURZE PLATT INFANT SCHOOL

Oaken Grove, Maidenhead SL6 6HQ

Email Infant School: [office@fpis.org](mailto:office@fpis.org)

Websites: [www.furzeplattinfantschool.co.uk](http://www.furzeplattinfantschool.co.uk)

Executive Head: Mike Wallace



THE ROYAL BOROUGH OF WINDSOR & MAIDENHEAD

## DIRECTOR OF DRAMA

REQUIRED FOR SEPTEMBER 2020 OR JANUARY 2021

Wellington College is one of the world's leading co-educational boarding and day schools and has an enviable reputation for excellence and innovation. We're currently looking for a Director of Drama to take on a role that will ensure we uphold our proud drama tradition.

Superbly resourced, with exceptional technical facilities and professional performance spaces, the College's Drama department enjoys being at the cultural hub of the school. Drama is a very popular subject and is taught throughout the College from Years 9 – 13. Students not only benefit from the opportunity to learn, but to exhibit and perform in our state-of-the-art facilities too. Join us, and you could soon be playing a vital role as a teacher, practitioner, line manager and administrator.

Responsible for teaching and overseeing all areas of Drama and Theatre study, this challenging role encompasses all aspects of co-curricular Drama. In addition to general teaching duties, you'll need to put together productions that continue to be of the highest quality and add depth, breadth and insight to every pupil's education. Indeed, we'll rely on you to ensure that our Drama programme touches the lives of all Wellingtonians and promotes a lifelong passion for the Arts. We'll also count on you to oversee managing a budget, planning an annual programme or contributing to the extra curricular and pastoral life of the college.

To succeed, you'll need a good level degree in a related subject and thorough knowledge of the (13-18) subject Curriculum – GCSE/IGCSE and A Level. You'll also need evidence of involvement in extra-curricular activities (professional, amateur or voluntary) and a track record of managing change and improvement.

Not only is this an excellent career development opportunity, it comes with a generous salary and benefits package too. So, if you're a well-organised and self-motivated team player with a sharp and progressive vision of the subject and the ability to deliver inspirational and informative lessons and put on amazing productions, apply today.

**CLOSING DATE: 6PM, WEDNESDAY 8 APRIL 2020.**

**INTERVIEWS WILL TAKE PLACE: W/C 20 APRIL 2020.**

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

*Applicants for any of the positions available at the College must be willing to undergo a number of safeguarding checks including an enhanced Disclosure and Barring Service check, reference checks with previous employers and, where applicable, a Barred List, Prohibition and EEA check.*



WELLINGTON  
COLLEGE

For full details,  
including how to apply, please visit:  
[wellingtoncollegerecruitment.wellingtoncollege.org.uk](http://wellingtoncollegerecruitment.wellingtoncollege.org.uk)

WELLINGTON COLLEGE, CROWTHORNE, BERKSHIRE RG45 7PU

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## SPECIAL EDUCATION

### HEADSHIPS

See advertisement below

### OTHER POSTS

See advertisement on the right of this page



**LITLEDOWN SCHOOL**  
part of The Specialist Education Trust



**HEAD TEACHER**

**Full-time – Permanent**  
**Salary range, Group 4 L14 – L27**  
**£57,714 - £78,952 (inclusive of LW)**

Little Down School is a small special school and alternative provision (55 pupils) for primary aged pupils (5-11yrs) with social, emotional and mental health difficulties. In addition to providing education for pupils with education health and care plans, part of the school's remit is to also offer a continuum of provision and support for primary-aged pupils across the Local authority in order to support mainstream schools and reduce exclusions. Little Down school is part of the Specialist Education Trust which also includes a cross phase traded behaviour support service (SEBDOS).

Our most recent section 8 Ofsted report (Feb 2020) states that:  
**"Little Down School continues to be a good school. Staff have high expectations of pupils. The School provides well for pupils' wider personal development."**

We are looking to appoint a confident, inspirational and capable Head teacher to lead our school, following the retirement of the current head teacher.

**The prospective candidate should have:**

- Significant leadership experience working with SEMH pupils in a special school environment
- Have a sound and well-developed philosophy for inclusion and removing barriers to achievement.
- Be a strategic thinker, able to turn creative ideas into practical solution focused actions.
- Have a track record of effectively inspiring and leading a team to manage change
- Be passionate about driving forward improvement to achieve excellence in education

**We offer:**

- A challenging but happy positive caring ethos and working atmosphere
- Friendly children, who need a little extra help
- A highly committed, enthusiastic and supportive staff team
- An excellent opportunity for professional and career development

Informal visits and telephone questions are welcomed.

If you are committed to inclusion for all, and have the resilience and enthusiasm to lead the ongoing development of this successful school, we would like to hear from you. Although demanding this post is exciting and rewarding for the right candidate. The successful candidate must have a satisfactory enhanced disclosure from the Disclosure and Barring Service.

**If you are interested in finding out more, please contact:**  
**Helen Murray at Little Down School, Queens Road, Slough Berks SL1 3QW.**

**Or telephone: 01753 521734 for an application form or alternatively email [helen.murray@littledown.slough.sch.uk](mailto:helen.murray@littledown.slough.sch.uk) requesting further details.**

**Closing date: 13 April 2020 (2pm) | Interview date: 24 April 2020**  
**Start date: September 2020**

It is the policy of this School to obtain references prior to interview as part of our commitment to promoting the safeguarding and welfare of all children at this School.



## HEARING IMPAIRED RESOURCE



**Emmbrook Infant and Junior Schools**  
**Wokingham**

*Two schools working together to provide  
excellent provision for all*



### TEACHER IN CHARGE OF HEARING IMPAIRED RESOURCE

#### Qualified Teacher of the Deaf

KS1 & KS2

Full time - Required ASAP

MPS to UPS1 + TLR + SEN Allowance

(depending on experience)

(UPS2/3 considered for the right applicant)

The Hearing Impaired Resource at Emmbrook Infant and Junior Schools are looking to appoint a Qualified Teacher of the Deaf to lead our Hearing Impaired Resource Base which runs across both schools as one provision. This is an exciting opportunity to join a team of teachers of the deaf and specialist learning support assistants in a provision which uses total communication to meet the needs of young people, who are deaf, within a mainstream setting. Signing skills are therefore essential.

The role involves responsibility for the organisation and the delivery of support for hearing impaired pupils and the line management of the resource base team. The successful candidate will need to have the right skills and professional knowledge to support staff to improve outcomes for CYP who are deaf, and to work across two schools to build the schools' capacity to meet the needs of learners who have a hearing loss. The role will involve leading the delivery of training and high-quality direct specialist teaching, assessment, support and audiological management.

The school has a successful record of inclusion and has close links with the Berkshire Sensory Consortium (BSCS) who lead the peripatetic service within Berkshire.

The successful candidate will need to have a thorough knowledge of the SEND Code of Practice and the ability to work operationally and strategically with the school leadership team and with other professionals in an ever changing educational and technological landscape.

We would like to appoint a teacher in charge who has a good knowledge of the national curriculum and a genuine enthusiasm and commitment for working with hearing impaired children of all abilities, and to continue the excellent provision currently delivered within our hearing impaired resource unit. You will be joining and leading committed and enthusiastic teams at both schools who have considerable experience.

#### The ideal candidate:

- will have a flexible approach to meeting the individual needs of each child
- is highly motivated and would like to be part of our small, hardworking school family
- has excellent communication and organisational skills
- is committed to team work and maintaining high standards
- has high expectations for pupils' achievement, progress and behaviour

#### In return we offer:

- welcoming and supportive schools
- supportive and friendly teams of staff and governors
- A strong ethos based on shared values and high expectations

**Visits to the schools and informal conversations with the Head Teacher are warmly welcomed and encouraged. Please call Emmbrook Infant School on 0118 978 4259 to arrange a visit.**

For an application form and job description please visit  
<https://emmbrookinfantschool.co.uk/vacancies/> or email  
[admin@emmbrook-inf.wokingham.sch.uk](mailto:admin@emmbrook-inf.wokingham.sch.uk)

**Applications will be considered on receipt and interviews can be arranged at short notice.**

*Our schools are 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 an enhanced DBS Disclosure.*



# GREEN SHEETS

non-teaching vacancies

WEEK BEGINNING **MARCH 30 2020**

## ADMINISTRATION

See advertisement on the right of this page

## SUPPORT STAFF

See advertisement below and on page 2

### BEARWOOD PRIMARY SCHOOL

Bearwood Road, Wokingham  
Berkshire RG41 5BB  
Tel: 0118 9784628  
Headteacher: Ms F Alder BA(Hons), PGCE, NPQH, MBA  
Email: [admin@bearwood-pri.wokingham.sch.uk](mailto:admin@bearwood-pri.wokingham.sch.uk)  
[www.bearwood-pri.wokingham.sch.uk](http://www.bearwood-pri.wokingham.sch.uk)



## Learning Support Assistant

Part time, 0830–1530hrs daily (2 days per week)

We are looking to appoint a Learning Support Assistant with high expectations who can bring commitment, innovation and creativity to our already dedicated and motivated team. The successful candidate will work with the teachers in our Nursery and Reception to move children's learning on, both with individual children and groups in our School.

The post is term time only, working from 8.30-3.30 for two days per week on a permanent contract from May 2020. The salary will be at Grade 3, starting point 5 (£18,795 per annum FTE, pro rata to TTO and hours worked) equivalent to £9.74 per hour. Lunch cover will also be required. The ideal candidate will have experience within an educational setting and of the national curriculum.

Bearwood Primary School is an exciting place to be. We are an inclusive school, with a diverse school roll. Our children are absolutely fantastic. Staff morale is very high. Parents are extremely supportive.

Visits to our school are welcome. Please do contact the school office to arrange a visit or speak with the Headteacher.

An application form and job description are available to download on our website  
<https://www.bearwood-pri.wokingham.sch.uk/key-information/school-vacancies>

**Closing date: Noon, Friday 3<sup>rd</sup> April 2020**

*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 enhanced DBS Disclosure Procedures.*



### ST MARY'S CATHOLIC PRIMARY SCHOOL

Cookham Road, Maidenhead SL6 7EG

T: 01628 622570

E: [neelam.chawla@stmarys-maidenhead.org.uk](mailto:neelam.chawla@stmarys-maidenhead.org.uk)

W: [www.stmarys-maidenhead.org.uk](http://www.stmarys-maidenhead.org.uk)



Diocese of Portsmouth

## Clerk to Governors

**Salary range: Scale 3-5 (pt 5-12), £20,205 – £23,208 pa, FTE, pro rata, depending on experience**

**(Actual apx: £1,300 – £1,600 pa, equating to approx £11.91 – £13.4269 per hour)**

**Permanent • Contract: 3/4 hours per week, term time only**

**Hours the Clerk works each month are variable but averaging to 3/4 hours per week**

We are seeking an efficient and proactive Clerk to the Governing Body: this is a key role providing administrative and procedural advice to the Governing Board, ensuring its effectiveness, reporting to the Chair of Governors.

This post is part time, home-based working, term time only and requires a degree of flexibility from the post-holder as the schedule of meetings and workloads around them can vary. Governing Body meetings usually take place in school, in the evenings, where the Clerk would attend to take minutes, convene the meetings and provide advice.

#### Key Responsibilities:

- Provide advice to the governing body on governance, constitutional and procedural matters.
- Provide effective administrative support to the governing body and its committee, which involves preparing agendas in consultation with the Chair of Governors and Headteacher; taking and writing up the minutes and distributing documentation and other information to the Governing Board.
- Ensure the governing body is properly constituted.
- Manage information effectively in accordance with legal requirements, including becoming familiar with the DFE's Governance Handbook and provide accurate advice to Governors, as necessary.

Visits to the school are warmly welcomed. Please visit our school website [www.stmarys-maidenhead.org.uk](http://www.stmarys-maidenhead.org.uk) for further details and an application pack. Please contact Mrs Chawla, School Business Manager on **01628 622570** or email [office@stmarys-maidenhead.org.uk](mailto:office@stmarys-maidenhead.org.uk) if further information is required.

**Closing date: Friday 17 April 2020**

*St Mary's Catholic Primary School is committed to equality of opportunity and to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. This post requires an Enhanced DBS check along with other relevant employment checks.*

St Mary's is a school within Frassati Catholic Academy Trust: a charitable company limited by guarantee Registered in England and Wales: Company Number: 8561153  
Registered Office: Cookham Road, Maidenhead, Berkshire SL6 7EG

**NEXT EDITION: 20 APRIL 2020 - DIGITAL ONLY**

## HEARING IMPAIRED RESOURCE



**Emmbrook Infant and Junior Schools  
Wokingham**

*Two schools working together to provide  
excellent provision for all*



### **LEARNING SUPPORT ASSISTANT**

**Hearing Impaired Resource  
at Emmbrook Infant & Junior Schools  
Term time only - 25 hrs per week  
(+ optional Lunchtimes up to 5 hours per week)  
Required from 20<sup>th</sup> April 2020  
WBC Grade 4 - £19,554 - £21,166 Pro rata**

We are looking to appoint an experienced learning support assistant to support our hearing impaired children. The hearing impaired resource is a provision delivered across Emmbrook Infant and Junior schools. You will be joining a committed and enthusiastic team who have considerable experience of working with hearing impaired pupils. Your role will be to continue the support and learning of the hearing impaired children alongside and in consultation with other school staff. We are a total communication setting and communicate with children in their preferred method of communication. Signing skills are essential for this role.

**The ideal candidate:**

- will have a flexible approach to meeting the individual needs of each child
- will have a genuine enthusiasm and commitment for working with hearing impaired children of all abilities
- will support the excellent provision currently delivered across both schools
- is highly motivated and would like to be part of our small, hardworking school family
- has excellent communication and organisational skills
- has BSL level 2 (although training can be arranged)
- is committed to team work and maintaining high standards
- has high expectations for pupils' achievement, progress and behaviour

**In return we offer:**

- welcoming and supportive schools
- supportive and friendly teams of staff and governors
- a strong ethos based on shared values and high expectations

If you have a passion for supporting children's learning, have an enthusiastic, caring yet firm attitude and the ability to be flexible and work as part of a supportive team, we would love to hear from you.

**For an application form and job description, please email  
[admin@emmbrook-inf.wokingham.sch.uk](mailto:admin@emmbrook-inf.wokingham.sch.uk)**

**Closing date for receipt of applications: Wednesday 1<sup>st</sup> April 2020**

Interviews can be arranged at short notice

Visits are warmly welcomed and encouraged.

*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 Disclosure & Barring Service clearance being received.*

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