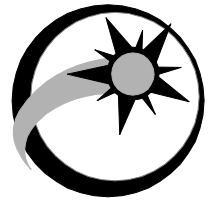


Newlands Primary School



Belle Vue Road, Earl Shilton, Leicestershire, LE9 7PA, 01455 844369

August 2022

Dear Applicant,

Thank you for your interest in the post of Administrative Assistant at this School.

This is a permanent post, working 22.5 hours per week, for 39 weeks per year (including 5 training days). The position is paid on Local Scale Grade 6 and the actual salary is £10,383.

Newlands is a friendly and supportive school with happy, motivated and well behaved children and everyone works hard together to achieve their full potential. The building is situated on the borders of Barwell and Earl Shilton and takes children from both villages. We are fortunate in having extensive grounds that include a Forest School and large playgrounds that include a football and basketball court. Our grounds provide an excellent environment for developing learning outside the classroom.

The school has close links with the local community and values its partnerships with parents and carers. We currently have 286 children on roll.

The closing date for completed application forms is **9.00 am on Tuesday 23 August 2022** and interviews will be scheduled for **week commencing 29 August 2022**. Please submit your application form, along with a covering letter, to kplaza@newlands.leics.sch.uk

If applicants have not been contacted by Friday 26 August 2022, they should assume that their application, on this occasion, has not been successful.

This school is committed to safeguarding and promoting the welfare of children. This post is subject to successful pre-employment checks including medical and an enhanced DBS check. Newlands also support the Leicestershire County Council's Equal Opportunities Policy.

Yours sincerely,

K. Plaza

Kirsty Plaza
School Business Manager