

Kilburn, north-west London

Salary: £20, 580 (pro rata £17,108.22)

Salary Scale: Scale 3, point 14 -17

Weeks per year: 39 weeks per year (0.83 FTE)

Hours per week: 35 hours per week; 7 hours per day (term time only)

We can offer the opportunity of a lifetime for an Administration Assistant

There are a great many jobs to choose from, but few, if any, that will offer you the chance to play an important part in the growth and development of a brand new school

Who you are

You have experience and passion for working within Primary Schools. Your positive work ethic means that you are able to work efficiently to support the smooth running of the school. You are committed to excellence, inclusion and challenge. Equally important to you is being flexible, diligent and able to think on your feet to provide support in a busy office. You are excited by the opportunity and motivated to make the most of it.

Who we are

"At Kilburn Grange School we put the children at the heart of everything we do in order for them to learn. Enjoy. Succeed.

*At Kilburn Grange School **Wonder, Enjoy, Collaborate, Aspire, Reflect, Endeavour.**"*

Kilburn Grange School is a new Free School, which opened in the London Borough of Brent in September 2015 in state-of-the-art facilities on Priory Park Road, NW6. We are a two-form entry school and at capacity, in 2021 will have 420 pupils. We're also one of seven primary Free Schools across London sponsored by Bellevue Place Education Trust.

The school offers a broad and balanced curriculum which is tailored specifically to the needs of our pupils and has a key focus on literacy and mathematics whilst ensuring that the pupils have enriching experiences throughout. Our aim is to ensure that every child achieves their full potential.

What is in it for you?

We pride ourselves on caring for all our staff and pupils and provide two entitlement days throughout the year. There will also be excellent professional development opportunities from colleagues at the school and valuable support from a strong and growing network of partner Free Schools.

Visits to the school are warmly encouraged please email us and we will arrange a time for you to meet the Headteacher, Helen Richardson.

If you have the skills and drive to be successful in this role, please download the attached documents and submit the application form to us at info@kilburngrangeschool.org.uk

Closing Date for Applications: 12pm (noon) on Friday 15th June 2018.

Interviews: w/c 18th June 2018.

Position Available: 1st September 2018

The 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. Kilburn Grange School will welcome a diverse population of both children and staff and is committed to promoting and developing equality of opportunity in all its functions.

