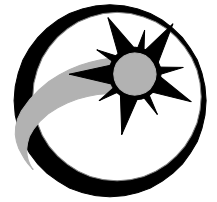


Newlands Primary School



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

October 2019

Dear Applicant,

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

This is a temporary post initially, working 17 hours per week, for 39 weeks per year (including 5 training days). The position is paid on Local Scale Grade 5 and the actual salary is £7,211.

Newlands is a friendly and supportive school with happy, motivated and well behaved children and everyone works hard together to achieve their full potential. We are part of a very successful 'Family of Schools' Group and the Thomas Estley Learning Alliance (TELA). This offers exciting opportunities for collaborative working.

We have recently moved to our new, beautifully renovated site on Belle Vue Road, Earl Shilton. 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 277 children on roll.

Candidates may visit the school before applying, please contact us on 01455 844369 if you would like to do so.

The closing date for completed application forms is **9.00 am on Thursday 31 October 2019** and interviews will be scheduled for **week commencing 04 November 2019**. Please submit your application form, along with a covering letter, to kplaza@newlands.leics.sch.uk

If applicants have not been contacted by Thursday 07 November 2019, 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

Newlands Primary School Vision Statement

Newlands Cares

Our aim is to encourage individuals to grow, learn and succeed together within a safe, friendly and stimulating learning environment.

Newlands cares about:

Children's Learning

Our aim is to . . .

- Provide a broad relevant and balanced curriculum where individual needs are met and achievements celebrated.
- Support children to give of their best at all times to ensure that their learning is of the highest quality, thus achieving their full potential.
- Plan, assess and monitor work to ensure progression and continuity.

Pastoral Care and Social Relationships

Our aim is to . . .

- encourage positive and responsible attitudes which show care, concern and respect.

Adults in school

Our aim is to be . . .

- efficient, caring, conscientious and effective, providing a wide range of quality learning opportunities and experiences.

The Community

Our aim is to . . .

- maintain and foster positive relationships within our community.

Managing Resources

Our aim is to . . .

- Promote effective communication throughout the school and thus manage the school's resources effectively and efficiently to maximize the children's learning.

Equal Opportunities

Our aim is to . . .

- ensure that every educational opportunity is available equally to each child, irrespective of gender, race, creed or disability.

Parents

Our aim is to . . .

- form a partnership between home and school based on effective two-way communication