



Banks Road Infant and Nursery School

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“A Home for Learning, Laughing, Caring and Trying”

October 2021

Dear applicant

Thank you for your enquiry.

As you will have seen from the advert we are seeking a hardworking and enthusiastic temporary Office Administrator (SBAP Team) to join our friendly professional team. For your information please find attached:-

- Application Form
- Job Description

We have one temporary part time vacancy:

- 1 Equating to 4 hours per week during term time only.

You may also wish to look at our website – <http://banksroadschool.co.uk/> which gives a good flavour of the school. Finally, please do not hesitate to contact me if you have any queries regarding the appointment.

Nottinghamshire County Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff and volunteers to share this commitment. Successful candidates will receive the County Council's Safeguarding Policy that outlines the duties and responsibilities of the employer and all employees.

If you wish to apply for the post, please complete and return the enclosed application form, together with a supporting statement of **no more** than 250 words outlining;

- relevant experience

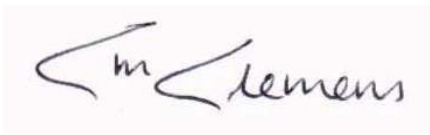
The closing date for applications is 12.00 noon on Monday the 1st November 2021. We intend to conduct interviews week commencing the 8th November 2021 (day and time to be confirmed). We would like the successful candidate to commence in November 2021.

If you do not hear from us by this date please assume that, on this occasion, you have been unsuccessful.

References will be requested for all short listed candidates; at least one of the references must be from a current or past employer and the other may be a personal reference from a professional acquaintance. References will be sought prior to interview.

I look forward to receiving your completed application form.

Yours sincerely

A handwritten signature in black ink on a light pink rectangular background. The signature is written in a cursive style, starting with a large 'C' that loops around the first part of the name, followed by 'm' and 'Clemens'.

Carole Clemens
Head Teacher