

ST. ANDREW'S C.E. PRIMARY SCHOOL

Head Teacher:
Miss C. L. Mann



116 Churchbury Lane
Enfield
Middlesex EN1 3UL

Telephone: 020 8363 5003
Fax: 020 8363 9618

www.st-andrewsenf.co.uk

Welfare/ Office Assistant **Required as soon as possible**

Actual Salary Range – £14,771 - £15,147 p.a. inclusive - Scale 3

Contract Type - Permanent

Contract Time – 32.5 hours per week x 40 weeks per annum (8.30am – 4pm Monday to Friday)

We are seeking to appoint a Welfare/Office Assistant. The Welfare/Office Assistant will provide efficient welfare and medical support across the school.

The role will include:

- Basic First Aid for pupils and staff
- Managing care plans
- Liaising with parents and external agencies

The role will also include clerical duties such as:

- The use of IT skills
- Filing and photocopying
- Using the school's data systems

St. Andrew's is a high-achieving, Church school in the heart of Enfield Town. With close links to St. Andrew's Church, pupils, staff and parents are very much a part of a supportive community. We are also a member of the Enfield Town Schools' Partnership, which provides additional opportunities for training, moderation and enrichment.

St. Andrew's School is committed to the safeguarding of all pupils and is an equal opportunities employer.

Please contact the school office on 020 8363 5003 or admin@st-andrews-enfield.enfield.sch.uk for an application pack. Forms are also available on the school website: www.st-andrewsenf.co.uk

Visits are welcome.

Closing date: 8th January 2019

Interview date: 11th January 2019

Together we love life, learning and God