



Aldington Primary School

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Post of Office Administrator – September 2021

Thank your interest in the appointment of an Office administrator at Aldington Primary School. On the Kent-Teach website you will find the Person Specification and Job Description together with an application form for this position.

Aldington Primary School is a Primary School which is part of the CARE Foundation Trust and maintained by Kent County Council. We admit children from 4 to 11 years of age. Currently we have 200 children on roll. The children are taught in 7 classes by a staff of 9 class teachers, some of whom are part time, in addition to the Headteacher. We have an experienced and dedicated teaching staff who are very well assisted by a strong team of support staff.

The school, located in the village of Aldington, south east of Ashford, is in an area of outstanding natural beauty. There is a large playground and playing field and the school is well resourced. The village pre-school, Kaleidoscope Childcare, operates from the school site. This facility is also the base for the school's Breakfast and After-school club. Approximately 75% of our pupils come from Aldington and the surrounding villages; the remainder attend from further afield including Ashford, Hythe, Kingsnorth and Hamstreet.

At Aldington Primary School the staff, governors, and parents aim to provide a happy and secure environment where the children will think for themselves and use their own initiative. We have high expectations of our pupils in terms of academic achievement and behaviour. This ethos is evident in our mission statement – Nurture and Challenge.

The post is for 21 hours a week term time plus 3 days. The pay is Kent Range 4. The closing date for applications is 12 noon on Wednesday 6th October. The interviews will be held on Monday 11th October. It will not be possible to offer an alternative interview day. All posts are offered subject to: A satisfactory Enhanced check from the Disclosure and Barring Service or Disclosure Scotland; Identity checks; Checks of your entitlement to work in the UK; Checks of any relevant qualifications; Receipt of 2 satisfactory references; Satisfactory pre-employment health clearance, satisfactory pass in basic skills test.

Please note that this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind overs, including those regarded as spent must be declared. Providing false or misleading information could result in the application being disqualified or summary dismissal if in post.

References will be taken up. Referees should be able to comment on your professional suitability for the post you have applied for. One referee should be your current or most recent employer.

You are encouraged to contact the school should you have any questions. Applications from candidates who have contacted or visited the school to discuss the post in more detail will be given priority when short-listing. This post cannot be combined with the other post currently being advertised.

Yours sincerely,

Mrs Sandra MacCourt and Mr Ben Dawson
Co -Headteachers



Nurture and Challenge