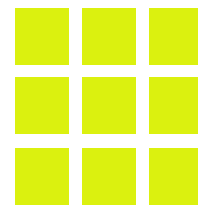


Striving for Excellence



Nine Acres Primary School

Job Advert for Junior Office Assistant

Job title: Junior Office Assistant

Vacancy: Spring to Summer Term

Positions Available: 1 pupil in Year 4, 5 or 6.

Job description:

The Junior Office Assistant will be required to work under the direction of Miss Buckett (Office Manager). Days will be negotiated on a daily basis and when the need arises. The work will mainly involve administration tasks, delivering messages and other letters to the classrooms and as well as welcoming visitors to our school.

Training and uniform will be provided, where necessary.

Salary:

Paid per session

Who are we looking for?

You will need to be organised and arrive on time and have the confidence to speak to all adults within school and pass on important messages.

You will need to be:

- **Articulate**
- **Positive**
- **Persuasive**

Application open: Monday 20th February 2023

Application Deadline: Thursday 2nd March 2023 at 3pm (Hand to the school office)

Interview: Monday 6th March 2023

Line Manager: Miss Buckett