

Barnes Primary School
Cross Street, London SW13 0QQ
Tel: 0208 876 7358
www.barnes.richmond.sch.uk

Headteacher: Sue Jepson MA in Education

409 pupils on main roll,
plus 60 pupils in Nursery (52 full time and 8 part time)

Required for September 2024

PA to the Executive Leadership Team and part-time Front of House

5 days a week - 27.5 hours per week
12:00 to 17:30 Monday to Friday
(flexibility in working hours for the right candidate)

Salary £18,631

The governing body would like to appoint a part-time PA to the Executive Leadership Team and cover Front of House to work alongside an experienced administration team. The successful candidate will work in the afternoons, from 12.00 until 17.30, Monday to Friday for 40 weeks per year (38 school weeks, 5 INSET days and one week in the summer holidays) with some flexibility considered.

This is an important position within our outstanding, happy and successful school. The appointed candidate will provide **PA services** vital to the continued efficient and effective functioning of the school for the Executive Leadership Team. Additionally, their responsibility will be to **collate, manage and report data** for Local Authority returns, the governing body and other school stakeholders. They will also **cover front of house managers** in both buildings at times during the school day, acting as the first point of contact. The role is a responsible and diverse one that will involve a range of tasks.

We are looking for somebody who has:

- the ability to think quickly and solve problems
- the ability to prioritise in a busy environment
- very strong administration skills
- very strong IT skills
- experience of working with data



- good literacy and numeracy skills
- a warm and personable manner (including a big smile!)
- excellent interpersonal skills.

You will join an energetic, forward thinking school that is extremely popular with parents. Barnes Primary is an exceptionally happy, stable, well run and successful primary school. We can offer you the chance to work alongside very capable and supportive colleagues.

Visits to the school are welcomed and encouraged and can be made by telephoning Lucy Blair on 0208 876 7358. An application pack containing further details about this position can also be downloaded via our website '[Join Us](https://barnesprimaryschool.co.uk/contact-us/join-us/)' page. We also invite you to take a look at the website to find out more about our school. We are confident that you will like what you see. <https://barnesprimaryschool.co.uk/contact-us/join-us/>

The closing date for applications is: **12:00 on Friday 30th August 2024**

A selection process will take place shortly thereafter.

“Pupils are hardworking and produce work of high quality in different subjects. The broad and ambitious curriculum prepares pupils exceptionally well for the next stage of their education.” *Ofsted, November 2022*

“The school's atmosphere is caring and friendly and it is properly attentive to educational standards. The inspirational head and the talented teachers are conscientious and systematic in their approach. They are also committed to the broader aims of education. Behaviour is excellent. The creative arts flourish.”

Schools under Siege, why there is a better alternative

Peter Mortimore, Policy Press, 2013.

At Barnes Primary School we take the safeguarding of children extremely seriously. All applications will be thoroughly scrutinised and we will do everything in our power to prevent unsuitable adults from working with our children. All selection processes at our school are designed to identify and reject anyone who is unsuitable for work with children. At least one member of our selection panel will have attended a safer recruitment training course and gained certification. All staff working at Barnes will be subject to an Enhanced Disclosure and Barring Service (DBS) check before taking up post. There is a culture of ongoing vigilance that ensures children are safe and secure with the adults they come into contact with at all times. References will be sought and checked and all staff are fully aware of the actions they should take if they have any concerns about the behaviour of a fellow staff member towards children.

