



Dungells Lane, Yateley, Hampshire GU46 6EY
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E-mail: enquiries@newlands.hants.sch.uk
Headteacher: Mr William Neighbour



APPOINTMENT OF
ADMINISTRATIVE ASSISTANT

Group: 2 NOR: 171

Required immediately



APPOINTMENT OF ADMINISTRATIVE ASSISTANT

Applications are invited for the post of Administrative Assistant at Newlands Primary School. This is a permanent, part-time, job share contract with an immediate start date, pending satisfactory pre-employment checks. The post is for 12 hours per week, term time only, actual working days are Thursday and Friday each week, 8.30am to 3.30pm, with 30 minutes (unpaid) for lunch.

This is an exciting time for the school. Our Headteacher leads a team of dedicated and experienced teaching and non-teaching staff. Our vision is to build on current successes and achieve the highest standards possible.

Newlands Primary School prides itself on its 'family' feel and there is always a cheerful and supportive atmosphere.

VISION AND VALUES

Delivering a nurturing and inclusive learning environment
to encourage **growth** of the individual.



Global – a fully inclusive environment where children feel part of their school and the wider community



Resilience – taking risks, embracing challenges with perseverance and confidence



Outstanding – seeking excellence, igniting curiosity while promoting individuality



Well-being – a safe environment where all of us thrive



Together – communicating openly, where contributions are valued and voices are heard



Happy – we all enjoy learning



Delivering a nurturing and inclusive environment to encourage growth of the individual



THE SCHOOL ENVIRONMENT AND LOCATION

Newlands Primary School is located in the North East of Hampshire and is only a few miles from both the Surrey and Berkshire borders. It is situated in a pleasant residential area, within easy reach of the M3 Motorway Junction 4A.

The school was built to a Swedish open plan design in 1980 and won several architectural awards. Since it opened, it has been extended in the same style to provide 7 classrooms. A central atrium joins the two areas and houses the library.

Apart from the staff room and adjacent kitchenette located on the first floor above the administration offices, all other facilities are on the ground floor.

The school building is well maintained and provides an attractive, welcoming environment that is both educationally stimulating and aesthetically pleasing.

The reception and infant classes have direct access to their own small playground. The main playground and field, which contains adventure play equipment, is located at the rear of the site.

The school has its own kitchen from which contract staff provide midday meals.

Newlands Primary School is a school where pupils thrive in a positive atmosphere that contributes outstandingly to their personal, social and emotional development and enables them to attain above average standards by the time they leave.

Pupils and their parents tell us that they feel safe, happy and confident and that they are well prepared for the future.

CHILDREN

At present, there are 175 children on roll. These are allocated to seven classes, with most classes full with 30 children. The classes are single year groups.

We offer a range of extra-curricular activities and pupils in the juniors take part in residential visits in each year group of the four junior classes.

CURRICULUM

The school offers a balanced and broadly based curriculum relevant to the pupils' learning needs. Its delivery promotes the pupils intellectual, physical and personal development.

Staff work hard to provide for a wide range of abilities and through careful planning, ensure continuity and progression across the school. Groupings and settings vary according to the needs of the curriculum. We encourage pupils to take responsibility for their learning.

Delivering a nurturing and inclusive environment to encourage growth of the individual



COMMUNITY LIAISON

The school has a long standing Friends of Newlands School Association (FONDS) who organise social and fund raising events throughout the year.

Parents are encouraged to become involved in the school life. They provide a range of useful support roles in reading, cooking, crafts, sports and frequently accompany educational visits.

The school has developed good relationships with our on-site pre-school and other local providers, including both primary and secondary schools in the town.

APPLICATION PROCEDURE

Visits to the school are strongly encouraged and welcomed. If you are interested in arranging a visit, please contact Mrs Jackie Moore, School Business Manager, in the first instance.

Please email the Business Manager, Jackie Moore (j.moore@newlands.hants.sch.uk) for an application pack which will be sent to you electronically, or call on (01252) 871188 to arrange a visit to the school.

Please complete and return the application form no later than 12.00 noon on Monday 26th September 2022 to:

Mrs J Moore
School Business Manager
Newlands Primary School
Dungells Lane
Yateley
Hampshire
GU46 6EY

or email to j.moore@newlands.hants.sch.uk

SELECTION PROCEDURE

Shortlisted candidates will be invited to attend an interview on a date to be determined.

The selection procedure will involve an individual admin task and a formal interview. Shortlisted candidates will be able to spend time in the school meeting children and staff.

The interviewing panel will consist of the Headteacher, the Business Manager and a governor.

Please be aware that references for candidates will be requested prior to the interviews.