

“a church school for the whole community”



Head Teacher: David Heather, MBE
Pulford Church of England V.A. Lower School
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Bedfordshire
LU7 1AB

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Telephone (01525) 372188

Job Vacancy: Administration Assistant (Part-time)

Salary: NJC Scale range point 10-13, (Full Time Equivalent £16, 863 - £17,391), actual salary £4,940

Contract type: Fixed-Term Contract, 12.5 hours per week, 11.00 – 1.30 daily (secondment cover)

Pulford is a thriving Church of England school in a beautiful setting in Leighton Buzzard. We have a friendly team of staff who are dedicated to providing outstanding teaching and learning within a nurturing Christian environment that brings out the best in our children. Pulford prides itself on being an inclusive school, which is recognised for the quality of its Christian values and relationships, which applicants are expected to support.

We seek an enthusiastic, well organised, customer focused individual, who thrives on detail, to join our busy, friendly office team. The role is to cover an external secondment, and is initially offered until 31.3.2020. This may be extended further, subject to the continuation of the secondment.

This customer facing role features telephone answering and reception, as well as inputting data to our finance systems, and raising and monitoring purchase orders. Maintaining other online and manual school records is also central to the role: knowledge of RM Unify would be beneficial. Confidentiality is essential.

Pulford is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check will be required. CVs will not be accepted - please contact the school for further information and an application pack. The successful applicant will be subject to a 3-month probation period.

Pulford School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check will be required for all roles. CVs will not be accepted: please contact the school to obtain an information pack and application form.

Key Dates: apply by 9am Monday 17th December; interviews: morning of Friday 21st December 2018.

Please phone the school Office Manager Mrs Alison Quick 01525 372188 or email: office@pulford.cbeds.co.uk for an appointment and application pack, including Job Description and Person Specification.



“love to learn, learn to care”