



Shelton Junior School

Carlton Avenue
Shelton Lock
Derby
DE24 9EJ
Tel: 01332 701212
Web: www.sheltonj.derby.sch.uk

Headteacher: Mr J. Bacon

Administrative Assistant

GRADE:	B
RESPONSIBLE FOR:	Administrative, clerical and support to the school
RESPONSIBLE TO:	School Business Manager
WEEKS WORKED PER ANNUM:	Term time
HOURS:	Part Time – 20 hours per week 8.30am to 12.30pm each day.

At Shelton Juniors, we are a supportive family. We pride ourselves on working together to provide the very best possible support for our children's emotional wellbeing, welfare and academic learning in order to help them to be the best they can be and to prepare them for KS3 and beyond.

Our Admin staff are an integral part of life supporting children and families and our wider community. We're looking for a bright, unflappable and cheerful communicator – you will be organised and efficient and ready to work with anyone in our supportive team. We can offer a friendly and caring environment and support from our hard working team.

The school is committed to safeguarding and promoting the welfare of children and expects all staff to share in this. The successful candidate will therefore require an enhanced DBS clearance

For further details please contact Karen Dixson, School Business Manager, on 01332 701212. Completed applications should be emailed to sbm@sheltonj.derby.sch.uk.

Closing date for applications is **Friday 15th October 2021**, close of business (applications submitted after this date will not be accepted)

Interviews will take place at school on **Wednesday 20th October 2021**



**Shelton
Junior School**