



Whitmore Park Primary School

School Name: Whitmore Park Primary School	Admin Assistant/Primary First Aider
Head teacher: Mrs J McGibney	We are looking to appoint an enthusiastic and dedicated Admin Assistant/Primary First Aider to work in our school office and to act as Primary First Aider to provide medical support.
Full Address: Halford Lane Keresley Coventry CV6 2HG	The role is a grade 3 position. However, there is the potential to progress to a grade 4 with a salary range of £20,043-£23,484, full-time equivalent. This would be subject to completion of a satisfactory probation period, performance in the role and a role review.
Telephone Number: 02476 335697	Please see the job description and person specification for more details.
Email Address: jobs@whitmorepark.org	Do you have:
Job Title: Admin Assistant/Primary First Aider	<ul style="list-style-type: none">• Experience of working in a school office or relevant admin experience?• A first aid qualification or willingness to train?• The ability to work as part of a team, building relationships with children and staff?• A caring nature, able to support the emotional wellbeing of children?
Salary range: Grade 3 £19,264-£20,444 per annum pro rata	If you are interested, a visit to the school is highly recommended to find out more. Please contact Jo Davis, Office Manager at admin@whitmorepark.org Tel: 02476 335697
Hours: 37 hours a week Monday-Thursday 8am-4pm & 8am-3.30pm on Fridays Term-time only plus teacher training days.	Salary: Grade 3 £19,264-£20,444 per annum pro rata Closing date: Midnight on Sunday 5th June 2022 Interview Dates: Thursday 9th June 2022 Start Date: As soon as possible
Closing date: Midnight on Sunday 5 th June 2022 Interview date: Thursday 9 th June 2022 Start Date: As soon as possible	Please email completed applications to jobs@whitmorepark.org , alternatively, they can be posted or handed in at the School Office for the attention of Mrs Christine Clough, School Business Manager.

<p>We are committed to safeguarding and promoting the welfare of all pupils and expect all staff to share this commitment. An enhanced DBS is needed for these posts. Two references will be taken up for all short listed candidates prior to interview.</p>
