

An opportunity to join the staff team at  
**Saxlingham Nethergate CE VC Primary School**

We are looking for a flexible person to carry out

**Mid-day Supervisor duties**

on **Thursday and Friday 12 – 1.15pm**

**PLUS**

**General Clerical Assistant duties**

**Thursday 11 – 12 noon**

**Friday 10 – 12 noon**

**We are looking for somebody who:**

- enjoys team work and is prepared to be flexible.
- enjoys working with children, understands how to keep them safe and how to promote enjoyment of their time at school.
- is a good communicator – verbally and in writing
- can follow instructions
- is competent in using ICT
- has some experience of general clerical duties

**We are hoping to make an appointment as early in the term as possible. Please contact the school office at [office@saxlingham.norfolk.sch.uk](mailto:office@saxlingham.norfolk.sch.uk) or on 01508 499271 for an informal discussion and to access an application form.**

This school is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment. To this end, you will be required to undergo pre-employment checks