**Buckfastleigh Primary School**

# Job title: Accelerated Reader Admin Assistant Vacancy: Autumn Term

**Positions Available:** x4 - pupils in KS2 (YR4-YR6)

**Job description:**

Accelerated Reader Admin Assistants are required to support Mrs Nicholson in making sure that our reading books are organised, quick and easy to access. This will help children to find books that they would love to read. The role will include tasks such as:

* Helping to organise the books
* Checking that children can find the books they want
* Replacing missing book title dividers
* Stamping and organising new books

You will be required to work for 1 session per week. Training will be provided.

**Salary:**

2 Buckfastleigh incredible tokens per session

**Qualities**

We are looking for 4 reliable and responsible pupils in Key Stage 2. You will need to be organised, patient and helpful in order to be successful at this role.

**Application Deadline:** Friday 28th Sept 2018

**Interview Week:**  Monday Oct 1st 2018