**Buckfastleigh Primary School**

**Job title:** Junior Office Assistant

**Vacancy:** Autumn Term

**Positions Available:** x 3 - pupils in KS2 (YR5 and YR6)

**Job description:**

Junior Office assistant will be required to work at lunchtime under the direction of Miss Allsop (in the office). Days will be negotiated on a daily basis and when the need arises. The work will mainly involve delivering messages, newsletters and other letters to the classrooms. Training will be provided, where necessary.

**Salary:**

4 Buckfastleigh incredible tokens each week

**Who are we looking for?**

We are looking for two reliable and responsible role models in Key stage 2. You will need to be organised and arrive on time.

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

**Interview Week:** Monday 1stOct 2018