

Headteacher/Pennaeth: Helen Glover
Main Road, Bryncoch, Neath SA10 7TY
Tel/Fon: 01639 643648 maesyoedspecial@npt.school
<https://ysgol-maes-y-coed.j2bloggy.com>

Admin / Resources Level 2 Vacancy

Post Ref:

Admin & Organisation/Curriculum Resource Support Level 2

Temporary (until 31.8.2023 with possibility of extended contract)

32 hours a week, term time only.

Salary: SCP 3-5; £18,887 - £19,650 (pro-rata'd)(pay award pending)
(£14,045 – £15,083 actual)

Start Date: As soon as possible following pre-employment checks

The Governing Body are looking to appoint an enthusiastic person to provide support in a very busy office and help maintain the school's curriculum resource provision. The post will be split between the two areas and would require a highly motivated person who is able to demonstrate well developed administrative, ICT and communicative skills with the ability to work independently and to deal with work pressures.

Previous experience of a busy office/school office would be an advantage.

Ysgol Maes y Coed is totally committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The recruitment process for this post will be underpinned by rigorous safer recruitment assessment to ensure that children and young people are protected.

This post is subject to an enhanced Disclosure and Barring Service Enhanced Disclosure.

This post is subject to a six month probationary period.



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Further details and application forms for these posts are available online or from the school office on receipt of an A4 SAE

Applications may be submitted in Welsh, applications submitted in Welsh will not be treated less favourably than an application submitted in English.

An application pack can be downloaded from jobs.npt.gov.uk or www.eteach.com

Welsh: Not required.

Closing date: 12 noon, 26th September?
